

HOW TO

Form Your Georgia LLC



01

Choose a Name for Your LLC

Select a unique name that includes "Limited Liability Company," "LLC," or "L.L.C.," and ensure it is available by searching the [Georgia Secretary of State's Business Search](#).

02

Appoint a Registered Agent

Designate a registered agent with a physical address in Georgia to accept legal documents on behalf of your LLC; this can be an individual or a registered agent service.

03

File Articles of Organization (Form CD 030)

Submit the Articles of Organization online or by mail to the Georgia Secretary of State, including your LLC's name, registered agent, and management details. The filing fee is \$100 for online filings or \$110 for mailed filings, and you can file through the [Georgia Corporations Division website](#).

04

Draft an Operating Agreement

Although not required, drafting an Operating Agreement is highly recommended to define the ownership structure, management roles, and operational procedures for your LLC.

05

Obtain an EIN (Employer Identification Number)

Apply for an EIN through the [IRS website](#) to handle federal taxes, hire employees, and open a business bank account.

06

Register for Georgia State Taxes

Register with the [Georgia Department of Revenue](#) if your LLC has tax obligations, such as sales tax, withholding tax, or other applicable state taxes.

07

Obtain Business Licenses and Permits

Depending on your business type and location, check with local and state authorities to determine if your LLC requires any additional licenses or permits.

08

File an Annual Registration

File an Annual Registration with the Georgia Secretary of State each year to keep your LLC in good standing. The filing fee is \$50 and can be submitted online via the Corporations Division website.