

FREE CHECKLIST

Texas LLC Formation Checklist

The eight steps to form a Texas LLC correctly the first time — in order, with the details that trip people up.

■ 1. Choose your LLC name

Search the Texas SOS records (SOSDirect) to confirm your name is available and distinguishable. Include 'LLC' or 'Limited Liability Company'.

■ 2. Appoint a registered agent

Texas law requires every LLC to have a registered agent with a physical Texas street address (not a PO Box), available during business hours. This appears on public record.

■ 3. Get a business address

Use a real street address for your LLC, bank, IRS and Google listings. Using your home address puts it on the public record permanently. A USPS-compliant CMRA address (with Form 1583) keeps it private.

■ 4. File the Certificate of Formation (Form 205)

Filed with the Texas Secretary of State. State filing fee: \$300. Approval typically takes a few business days when filed online.

■ 5. Create an operating agreement

Not filed with the state, but banks and partners will ask for it. It defines ownership and management.

■ 6. Obtain your EIN

Your federal tax ID from the IRS. Free if you apply directly. Required for banking, hiring and taxes. Non-U.S. founders can obtain one without an SSN.

■ 7. Open a business bank account

Bring the filed Certificate, EIN letter and operating agreement. Keep business and personal money separate from day one.

■ 8. Check ongoing compliance

Texas franchise tax / Public Information Report is due annually (May 15). Verify current federal beneficial-ownership (BOI) requirements, which have changed recently. Set reminders or use a compliance service.

Want it handled for you? The Establish Bundle files your LLC, includes a year of registered agent, 3 months of business address, your EIN and operating agreement — \$349 + state fee. getbusinessaddress.com · hello@getbusinessaddress.com

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