



## CHECKLIST FOR STARTING A BUSINESS IN FLORIDA – LLC'S

1. Name your company.
  - a. You need an official corporate name: \_\_\_\_\_, LLC. Go to the following link, <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>. Enter the desired name, and see if there is another company with the same or almost identical name. If the name is not taken, then the State of Florida will allow you to file Articles under that name (see below, File Articles).
  - b. You will probably want a website, so you should see what domain names are available. You can reserve and purchase a domain name at <https://www.godaddy.com/>.
  - c. If you are going to operate under a “fictitious name” (e.g. a name for your business known to the general public that is shorter or less formal than your official corporate name stated in the Articles), you can search for and register a fictitious name at the following link, <http://www.sunbiz.org/ficinam.html>.
2. File articles of organization with the State of Florida.
  - a. Filing the articles officially gives life to your new company. The quickest way is to “e-file” the articles at the following link, <https://efile.sunbiz.org/onlmenu.html>.
3. Select registered agent.
  - a. The State of Florida requires every LLC to designate a “registered agent”, which is typically an office that is open during normal business hours and will accept official notices for your company. If our firm incorporates your business for you, we will serve as the registered agent for no additional fee.
4. Prepare an Operating Agreement.
  - a. This is the agreement or contract that provides how your company will operate. For a small LLC, the agreement can be rather simply. For a larger LLC with multiple members, however, the agreement can be more complex because it will need to address buy-sell issues and wind-down and dissolution issues. You should have your attorney prepare this agreement.



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5. Obtain an Employer Identification Number (EIN) from the IRS
  - a. You can apply online for your EIN at the following link, <https://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-EINs>.
6. Register to pay state taxes
  - a. If you will have employees or will be selling a product that requires the collection of sales tax, you will need to do this. You can register at the following link, <http://dor.myflorida.com/taxes/Pages/default.aspx>.
7. Obtain any required business licenses or permits
  - a. Some small businesses will not require any special permit or license, and others will. Go to the following link and search for your type of business to see what is required:  
<http://www.myflorida.com/taxonomy/business/business%20licenses,%20permits%20and%20regulation/>.
  - b. It is also recommended that you obtain an occupational license from your local government (e.g. County) licensing authorities.
8. Obtain insurance
  - a. Depending on the type of business you have, you may or may not need certain types of coverage. At a minimum, you should obtain commercial general liability insurance protecting against injuries and damage to persons and property.
9. Open a commercial bank account
  - a. Once you have your EIN (see 5 above), you can open a bank account for your company. It is recommended that you use this account only for your business activity, and not for personal banking
10. Decide how you will be taxed
  - a. Consult with your accountant or CPA to determine whether your LLC should be taxed as a "pass through entity" (which means the income or loss would pass through to your personal 1040 tax return), or whether it should be taxed as a separate corporate entity
11. File your Annual Report
  - a. You need to file an annual report for the LLC between January 1 and May 1. If it is filed past May 1, you will pay a late fee of \$400.00. You can file your annual report electronically at <https://services.sunbiz.org/Filings/AnnualReport/FilingStart>.



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Now all this can be done on your own of course. However if you feel there are too many steps or you just don't have the time, we can take care of it for you:

For a flat fee of **\$975.00**, we will:

- Check for and reserve your company name
- File the Articles of Organization (requires an additional hard cost of \$130.00)
- Prepare an Operating Agreement
- Obtain your EIN
- Check for any permits or licenses you will need for a dog walking business
- Serve as your registered agent

For your insurance, banking and website needs, we will point you to the vendors we use and they will take good care of you.

If you would like all this handled, all we would need is your desired company name, names/addresses of any members (owners) of the LLC and your SSN, and we can get started right away... [CLICK HERE](#) to get in touch!