



# How to Setup an LLC Using a Registered Agent Service

Step-by-Step Guide

If you have come to the conclusion that you need to establish an LLC for legal reporting purposes for your business, then you will soon learn a few things. One of these being the fact that you are required to appoint a registered agent. The basic purpose of this is to ensure that your business receives official notifications, such as correspondence about taxes or any pending lawsuits.

The screenshot displays the Northwest Registered Agent website interface. At the top, the logo 'northwest REGISTERED AGENT' is visible on the left, and navigation links 'PRIVACY BY DEFAULT®', 'WE'RE JUST NOT ANNOYING®', and 'START HERE ▾' are on the right. Below the navigation, the breadcrumb 'Home / Start an LLC' is shown. The main heading is 'Start an LLC', followed by the sub-heading 'Limited Liability Companies: Everything You Need to Know'. A brief introductory text explains the purpose of the page: 'Learn how to start your Limited Liability Company (LLC) the right way! Whether you want to learn how start your LLC yourself or hire us to form your LLC for you, you'll find the easiest path forward with our pro tips and choices all outlined below.'

On the right side of the page, a sample 'Articles of Organization' form is displayed. The form includes the following sections:

- Article I Name**: The name of the company to: \_\_\_\_\_
- Article II Duration**: The term of duration for this company shall be: \_\_\_\_\_
- Article III Purpose**: The purpose for which this company is organized is to conduct any lawful business pursuant to state statute \_\_\_\_\_ including but not limited to: \_\_\_\_\_
- Article IV Registered Agent**: The name and address of the company's initial registered agent: \_\_\_\_\_  
The company maintains in its records the statement of acceptance by the registered agent.
- Article V Principal Office & Mailing Address**: The principal office of the company is located: \_\_\_\_\_  
with the mailing address of the company being: \_\_\_\_\_
- Article VI Members**: The names and addresses of members are as follows: \_\_\_\_\_

At the bottom of the form, it says 'Articles of Organization - Page 1 of 3' and provides a URL: [www.northwestregisteredagent.com/legal-forms/articles-of-organization](http://www.northwestregisteredagent.com/legal-forms/articles-of-organization).

NorthWest Registered Agent

You can appoint yourself as the registered agent; however, the agent needs to have a physical address as the mailing address. If you are like me and your business is either home-based or web-based, then you might be hesitant for the following reasons:

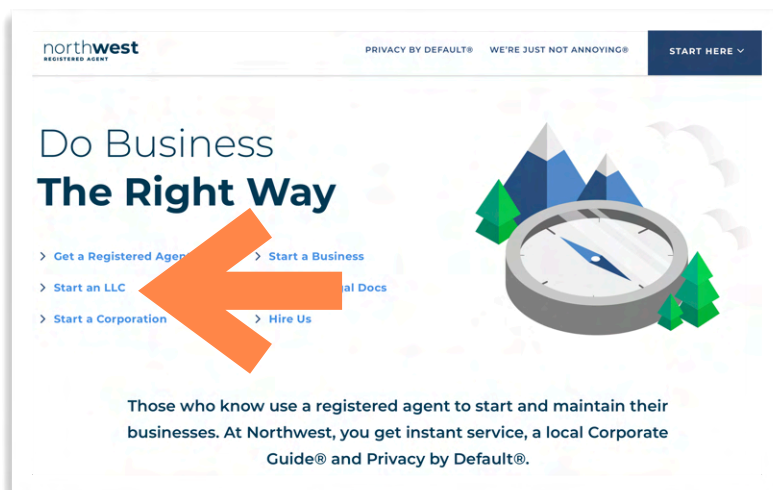
- o The mailing address is **permanent public record**, and there is no way around it. That means anyone can search your business and will be provided the name of the registered agent as well as the address on file.
- o The mailing address must be a physical address, i.e., an actual brick and mortar location. This is a LEGAL REQUIREMENT, thus, P.O. Boxes or private mailboxes will not satisfy the mailing address requirement.

**D**o not let this stop you from proceeding!!!! If your privacy is important to you, there are several alternatives, and the one that I selected was to use a registered agent service. Doing so allows me to utilize the address of the registered agent instead of my own. The registered agent service will receive my business mail and scan it to me. WIN WIN!

I recommend that you do your research and select a reputable company. I went with Northwest Registered agent. I have not been sponsored, nor have I received any free services. This is simply a helpful tool for those who are unfamiliar with the process.

## Step 1

You can choose to file the paperwork to register your LLC with the state of your choosing, or you can have the registered agent service file everything for you.



***To file on your own you would have to name your LLC, submit the LLC Articles of Organization, apply for an EIN, if needed, and pay the filing service fee designated by the state of record.***

If you choose to have the registered agent service do it all, then start there. For Northwest Registered Agent, just hit “Start an LLC.”

# Step 2

Always pay in full!! (Here comes the financial advisor in me. 😬)

Here's why:

The screenshot shows the 'Form a New Company' page for New York. The 'Order Information' section has 'LLC' selected as the business type and 'NY - New York' as the location. The 'How Do You Want To Be Billed?' section has 'Pay Up Front' selected. The 'Order Summary' table is as follows:

Item	Amount
Filing Service Fee	\$100.00
NY 1 Day Filing Time	\$205.00
Compliance Filing For NY	\$0.00
Phone Service	\$0.00
Registered Agent	\$125.00
<b>Order Total</b>	<b>\$430.00</b>

For the State of New York, the total cost to form a new LLC and hire a registered agent is \$430.

That includes the filing service fee, the 1 day NY filing time, and the cost of the registered agent service.

Now look at this!!

The screenshot shows the 'Form a New Company' page for New York. The 'Order Information' section has 'LLC' selected as the business type and 'NY - New York' as the location. The 'How Do You Want To Be Billed?' section has 'Pay Monthly' selected. The 'Order Summary' table is as follows:

Item	Amount
New York VIP Package	\$44.00
New York State Fee	Included
Filing Service Fee	Included
Registered Agent	Included
Tax ID	Included
<b>Order Total</b>	<b>\$44.00</b>

The monthly payments are \$44. Let's do the math...

\$44 multiplied by 12 months in a year equates to \$528.

By choosing to make monthly payments, you are opting to pay more for the same service.

Granted, the Tax ID is included in the order summary, which is normally an additional \$50; HOWEVER, \$528 minus \$50 is still MORE than \$430.

So, if the registered agent service of your choice provides the option, always choose to pay in full.

### 3 Ways to Start Your LLC

**Do It Yourself** →  
WE'LL WALK YOU THROUGH IT

**VIP Service** →  
12 MONTHLY PAYMENTS

**Pay in Full** →  
HIRE US & PAY FEES UPFRONT

## Step 3

Select the type of business you would like to start, the state you are forming your business, pay up front, then hit Continue.

**Form a New Company**

Order Summary

Filing Service Fee	\$100.00
FL 4 Day Filing Time	\$125.00
Compliance Filing For FL	\$0.00
Free Mail Forwarding	\$0.00
Phone Service	\$0.00
Registered Agent	\$125.00
<b>Order Total</b>	<b>\$350.00</b>

How Do You Want To Be Billed?

Pay Up Front

Pay Monthly

**Form a New Company**

Order Information

What Type Of Business Would You Like To Start?

LLC

Corporation

Nonprofit Corporation

Where Would You Like To Form Your Business?

FL - Florida

How Do You Want To Be Billed?

Pay Up Front

Pay Monthly

Order Summary

Filing Service Fee	\$100.00
FL 4 Day Filing Time	\$125.00
Compliance Filing For FL	\$0.00
Free Mail Forwarding	\$0.00
Phone Service	\$0.00
Registered Agent	\$125.00
<b>Order Total</b>	<b>\$350.00</b>



# Step 4

If you have not already, this is where you choose your company name and establish the purpose for your business.

The screenshot shows the Northwest Registered Agent website interface. The 'Company Details' section is on the left, and the 'Order Summary' is on the right. The 'Business Purpose' section has a radio button selected for 'Use Generic Business Purpose'. The 'Physical Address You Want On Record With The State' section has a radio button selected for 'Our Registered Agent Address'. The 'Mailing Address You Want On Record With The State' section has a radio button selected for 'Our Registered Agent Address'. The 'Order Summary' section lists the following items and prices:

Item	Price
Filing Service Fee	\$100.00
FL 4 Day Filing Time	\$125.00
Compliance Filing For FL	\$0.00
Free Mail Forwarding	\$0.00
Phone Service	\$0.00
Registered Agent	\$125.00
<b>Order Total</b>	<b>\$350.00</b>

A 'CONTINUE' button is located at the bottom of the 'Order Summary' section. Below the 'CONTINUE' button, there are links for 'Questions? Call 800-822-2249', 'What Happens After I Pay?', 'What If I Want To Cancel?', and 'Why Hire Northwest?'. A 'Contact Us' button is located at the bottom right of the page.

You can opt to use a generic business purpose, or you can provide one of your own.

Some states may have specific requirements on the business purpose statement. If you do not want to use the generic business

purpose, be sure to do the following:

- o Research the laws in the State you are registering your LLC
- o Consider the daily tasks of your business
- o Keep it short - This is **NOT** the mission statement for your company.

A sample business purpose for an advertising company would be, “The purpose of XYZ, LLC is to examine the client’s industry and provide valuable guidance on marketing strategies in order to obtain a competitive advantage and increase revenues.”

Once that is complete, you select both the physical address and mailing address you want on record with the State you are registering your LLC.

Here is the difference between the physical and mailing addresses:

### Physical Address You Want On Record With The State

The Principle Office Address, is a relic of ancient times when you had file cabinets full of very important corporate paperwork. Now that we have things called computers and files that can reside wherever you are, the "principle address" is a pointless requirement that no one will ever have the time or inclination to clean up corporate statues about. We allow our clients to list our local office address as the principle office address on public records. We're the only incorporation service that does so.

The physical address is the location of your business. If you operate out of your home or primarily via the web, this is where using a registered agent service comes in handy. As of the date of this publication, Northwest is the only service that provides the option to utilize the registered agent

address as a matter of public record for the State registry of the physical address.

### Mailing Address You Want On Record With The State

This is the address listed publicly as a permanent corporate record for your business. We allow our clients to list our address as their mailing address on their registration and we scan any state mail to your online account the same day it arrives.

The **MOST IMPORTANT** of the two is the mailing address because it is where you will receive all of your mail AND is ***permanent public record***.

**R**emember, one of the many benefits of using a registered agent service is that it allows you to use the address of the registered agent. The service in turn will act as proxy for your business and provide you those documents either digitally or in the mail.

Reveals

# Step 5

This is where you handle the management of your business. Select your management type, list and name the managers of your company, the address you would like on file (yes, again!), then hit continue.

**Company Management**

Management Type

- Member Managed ?
- Manager Managed ?

List Members/Managers With State

- List Members/Managers With State ?
- Omit Members/Managers With State ?

How Many Members Will Be In This Company?

1 Member

First Name

Last Name

Address To Record With The State

**Order Summary**

Filing Service Fee	\$100.00
FL 4 Day Filing Time	\$125.00
Compliance Filing For FL	\$0.00
Free Mail Forwarding	\$0.00
Phone Service	\$0.00
Registered Agent	\$125.00
<b>Order Total</b>	<b>\$350.00</b>

[CONTINUE](#)

Questions? Call 509-766-249

- [What Happens After I Pay?](#)
- [What If I Want To Cancel?](#)
- [Why Hire Northwest?](#)

In case you were wondering, the next page provides details regarding the types of management as well as the difference between listing and omitting members/managers with the State of record. Otherwise, feel free to skip to the next step.

## Member Managed

LLC members are the owners. Most small business LLCs are member managed. This is the simplest structure and easiest to understand. This gives the owners the ability to make any and all decisions for the LLC.

## Manager Managed

LLC managers are the only individuals or separate company that has the legal authority to bind the LLC. In a manager managed LLC, the members (owners) can only elect who the managers will be. The managers have the right to bind the company and make decisions. This is a very useful structure for owners of companies that are not doing the day to day operations. This allows your operations manager or someone you designate of authority in your company to have full rights to go open company bank accounts or do very important things that a manager might need to do for you. A manager managed llc is also a great way for a trustee to manage the activities of an LLC that is owned by investors.

Most small businesses choose to be member managed.

## List Members/Managers With State

Your LLC is more private if you omit. But you may have have trouble opening a bank account. If you chose to omit, we are often required by law to have this information on file. Don't worry though, if you choose to omit, your name will not appear on the state records and we do not disclose or sell your information to anyone.

## Omit Members/Managers With State

Many financial institutions require the name(s) and address(es) of persons authorized to manage the limited liability company be listed on the state's records in order for the business entity to open a bank account.

Most small businesses are member managed, meaning the owner(s) of the LLC has the decision-making authority.

Otherwise, the owner(s) can elect either individuals or even another company to serve as the manager(s) of the LLC being established. This could complicate things as the manager(s) will hold the decision-making role; however, there are scenarios in which this works best.

For example, if the company consists of several members, then it might be best to elect managers for the LLC. In addition, if you know that you or other members have a skill for the goods or service that your company provides but do not have what it takes to manage operations, then electing managers would serve you best.

Lastly, in order to establish a bank account, most banks/financial institutions require the name(s) and address(es) of the personnel managing the LLC to be State

record. If you choose to omit this information, it might prove difficult in the future to set up a bank account for your business.

The screenshot shows a web form for business registration. On the left, the 'Company Management' section has three radio button options: 'Member Managed' (selected), 'Manager Managed', and 'List Members/Managers With State'. Below this is another set of radio buttons for 'List Members/Managers With State', with 'List Members/Managers With State' selected. There is a dropdown for 'How Many Members Will Be In This Company?' set to '1 Member'. Below that are input fields for 'First Name' and 'Last Name'. At the bottom, there is a section for 'Address To Record With The State' with a dropdown menu currently showing 'Our registered agent address'. On the right, the 'Order Summary' section lists various fees: Filing Service Fee (\$300.00), FL 4 Day Filing Time (\$25.00), Compliance Filing For FL (\$0.00), Free Mail Forwarding (\$0.00), Phone Service (\$0.00), and Registered Agent (\$25.00), with an 'Order Total' of \$350.00. A blue 'CONTINUE' button is at the bottom of the order summary, and a note says 'Questions? Call 509-768-2249'. A small tooltip is visible over the address dropdown, showing options: 'Our registered agent address' (checked), 'Your mailing address', and 'Specify address'.

Choose the registered agent address, your mailing address, or specify an address to record with the state.



# Step 6

Now that all of the relevant data has been provided to establish your LLC, it is now time to setup your account using your business email, if applicable.

northwest  
REGISTERED AGENT

PRIVACY BY DEFAULT® WE'RE JUST NOT ANNOYING®

START HERE ▾

## Form a New Company

Order | Company | Management | **Account** | Contact | Optional Items | Payment

### Account Setup

**Email Address**

meiareveals@gmail.com

**Create A Password**

..... Show

### Order Summary

Filing Service Fee	\$100.00
FL 4 Day Filing Time	\$125.00
Compliance Filing For FL	\$0.00
Free Mail Forwarding	\$0.00
Phone Service	\$0.00
Registered Agent	\$125.00
<b>Order Total</b>	<b>\$350.00</b>

**CONTINUE** >

Questions? Call 509.688-2249



# Step 7

Once that is done, you will have the option to include additional services to your order. Although each registered agent service is different, you might benefit from reviewing the next few pages to ensure that you are not sold a service that you do not need.

**D**o well to remember that these services are businesses that operate for the purpose of generating income. Their goal is to get more of your money, and **your goal is to only pay for what you need.** So review this guide thoroughly, make note of the services you require, and research everything that comes standard with the basic package.

The screenshot shows the Northwest Registered Agent website interface. At the top left is the logo "northwest REGISTERED AGENT". To the right are links for "PRIVACY BY DEFAULT®" and "WE'RE JUST NOT ANNOYING®". A dark blue button on the top right says "START HERE ▾".

The main content area is titled "Optional Items" and lists 14 services, each with an unchecked toggle switch and a help icon (question mark):

- Have Northwest File Your Compliance Filing Each Year
- Tax ID
- S Corporation Election With The IRS
- Premium Mail Forwarding
- Virtual Office
- Certificate Of Good Standing
- Certified Copy
- Apostille
- Phone Service
- Free Credit Card Processing Consultation
- Corporate Supplies
- FMCSA BOC-3 Filing
- FCC 499-A Registration

To the right is an "Order Summary" box with a table of charges:

Order Summary	
Filing Service Fee	\$100.00
FL 4 Day Filing Time	\$125.00
Registered Agent	\$125.00
<b>Order Total</b>	<b>\$350.00</b>

Below the table is a blue "CONTINUE >" button and a link "Questions? Call 509-768-2249".

At the bottom right, there are three help links with question mark icons:

- What Happens After I Pay?
- What If I Want To Cancel?
- Why Hire Northwest?



# Do you Need These Services?

## Breakdown of Optional Items

Annual compliance reports are due to the State in which you form your LLC, and

there is an annual fee that varies per state. The annual report and fee are to keep your LLC in compliance and in good standing. Some states require annual reports; some states require biennial reports; and some states do not request either an annual report or a fee. ***(Please do not base your decision to file in a particular state on whether they require the aforementioned. There are other legal statutes that you must keep in mind when deciding where to register your company.)***

The report simply requests that you confirm preexisting information. You can pay your registered agent service to do that for you in addition to the annual fee if you so choose.

The primary need for a Tax ID is if you plan to hire and pay personnel. The application for a Federal Tax ID Number (a.k.a. EIN) is free, but you can pay your registered agent service if you do not want to do the legwork.

There are several reasons why you would elect to have your LLC taxed as an S Corp, but that is outside the scope of this guide. (Check the blog section of [MeiaReveals.com](http://MeiaReveals.com) for further details on the topic). This election does not benefit all small

businesses, so please be sure to do your homework before making this decision.

### HAVE NORTHWEST FILE YOUR COMPLIANCE FILING EACH YEAR

Each state has reporting requirements for LLCs and corporations to keep a company active and in good standing with the state. These are due on a regular basis (usually once per year or every other year). If you hire us for annual compliance service, you never have to worry about these. We'll file them on your company's behalf when they're due.

#### Compliance Service Benefits:

- You can relax knowing a professional filed these required compliance reports for you.
- This will help protect your privacy. Whatever report we file with the state will list our contact information instead of yours. We will include only the information the state requires. Plus, the state will see and record our IP address instead of yours—minimizing the connection between your cell phone, home computers, and office computers—further enhancing your privacy.

#### How This Service Works:

We charge no initial fees to enroll in this service. Then, ninety (90) days before your business's compliance filing is due, we will send you an online notification of the upcoming deadline. Five days later, we will automatically file your business's compliance report and charge your card the required state fees (these vary by state) plus \$100 for our compliance filing service. If you ever decide you want to cancel this automatic compliance filing service, you can do so in your online account at any time.

**Note:** Depending on the state where you form or register your business, the report may be called an Annual Report, Annual Statement, Statement of Information, Periodic Report, Biennial Statement, Decennial Report, Franchise Tax Report, etc.

### Tax ID

A Federal Tax ID Number is also known as an Employer Identification Number (EIN). They are the same thing. We will take care of all the paperwork and get an EIN for your company from the IRS.

If you don't have a Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN), we can still get an EIN for your company from the IRS. However, the process takes more time (4-6 weeks) and is more complicated, therefore we charge more for this service.

### S CORPORATION ELECTION WITH THE IRS

An LLC can elect to be taxed as an S Corporation. Most businesses are an LLC that has elected to be taxed as an S Corporation. We will prepare and obtain your S Corporation election from the IRS.

## Premium Mail Forwarding

We offer a \$40 a month premium mail forwarding package. It is unlimited. You choose the state where you want your mail sent, and we provide an address and unique suite number for your business in that state. Choose between same-day digital scanning or weekly physical mail forwarding.

Premium Mail Forwarding allows for all of your mail to be forwarded to you from the registered agent service. A limited amount of forwarded mail is included in the basic package; otherwise, your mail will be forwarded digitally.

## CERTIFICATE OF GOOD STANDING

A Certificate of Good Standing is an official document provided by the state that certifies your company's existence. A Certificate of Good Standing is most commonly used if you need to register your company to do business in another state as a foreign LLC (also known as foreign qualification).

Most states refer to this document as the Certificate of Good Standing, however, it may also be called a Certificate of Existence or Certificate of Status.

Paying for a virtual office provides you a physical office location that is managed by your registered agent. You will receive a phone line and full secretarial assistance as if you occupy the space yourself.

## CERTIFIED COPY

A Certified Copy certifies that a company's approval document is authentic (ex: Articles of Organization, Certificate of Organization, or Certificate of Formation). The document has a state seal and is usually signed by the Secretary of State's office.

**Note:** This document is not required for your company to be approved (you'll already get an approval document by default), however, some people may need this if they are registering their company to do business in another state as a foreign LLC or corporation (also known as foreign qualification).

A Certified Copy is only necessary if you are registering your company to do business in another state as a foreign LLC.

## APOSTILLE

An Apostille is a certification of a certified document. This is useful for foreigners that need to take an American Company to another country to do business. This has no use in America. Just in other countries.

An Apostille is useless in America. Only pay for this if you need to take your American company out of the country.

## Phone Service

Phone Service is free for the first 60 days! After that, it's just \$9 monthly—and you can cancel anytime. Our Virtual Phone Service gives you a secure, private VoIP phone line (with a local area code) that you can use to call, text, and check your voicemail from your computer or mobile device. Also included: Unlimited Call Forwarding to any U.S. number, an Outbound Caller ID Display of your company name, Visual Voicemail (view your messages as text), and plenty of room to customize your phone line to your needs. Best of all, you'll get to keep your personal number private.

Phone Service is useful if you are in need of a phone line external to your personal device. If this option is the less expensive than other alternatives, then this would be a wise purchase.

## Free Credit Card Processing Consultation

We have done the leg work to search out the best (and cheapest) options for our clients to take payments! We will take the time to understand your business, and we will help you apply for credit card processing at our low rates and with our pre-negotiated contract terms. When you select this option, our team of in-house credit card processing experts will reach out by phone and email to set up a consultation at your convenience.

There are fees associated with accepting credit card payments, and this service could help reduce that rate for your business. Do your research!

Corporate supplies include but are not limited to Corporation Books, certificates, and corporate seals for your business. If you require corporate supplies, be sure to shop around and get the best price for these items.

***Convenience does not always pay!***

### FMCSA BOC-3 Filing

We provide blanket agent coverage for trucking services. This is nationwide process agent service for DOT registrations for trucking companies. \$125 a year. No additional document fees

The FMCSA BOC-3 Filing is for trucking companies only.

### FCC 499-A REGISTRATION

We provide FCC Telecommunications 499-A registration services. For \$125 a year, we act as your registered agent to complete your annual registration requirements with the FCC.

The FCC 499-A is for companies that provide telecommunications services.

## For additional questions:

### Contact us at:

Contact@MeiaReveals.Com

### Instagram:

[https://www.instagram.com/meia\\_reveals\\_yt/](https://www.instagram.com/meia_reveals_yt/)

### FaceBook:

<https://www.facebook.com/MeiaRevealsYT/>

### YouTube:

<https://www.youtube.com/channel/UCYhg4zZuNePbrXcpm5PTLeQ>

MeiaReveals

# Specific Questions for Northwest Registered Agent

## Why Hire Northwest?

1. Our company is built on speed and efficiency: All orders are processed the same day. Your company will be filed and active before you know it.
2. Seasoned, veteran Corporate Guides: our Corporate Guides are professionals who specialize in your state's filings. And if you have questions after your company is filed and active, you can rest assured you'll be talking to a live pro who knows every aspect of starting and maintaining a business in your state.
3. We include everything you need to take to a bank to open a business bank account:
  - Operating agreement
  - Resolutions to open a bank account
  - Membership certificates

## What Happens After I Pay?

### For Monthly VIP Clients:

Once you complete the signup form, we will call you to verify your order before filing documents with the state.

Note: If you order outside of our normal business hours (M - F, 6am - 5pm PST), we will call you on the following business day to verify your order.

After we verify your order, everything below remains true.

### For All Other Clients:

You will be logged into your online account, and simultaneously, our professional filers will be notified of a new order. Immediately, our filers will begin looking over your order. We will contact you with any questions. Your order will be completed, processed, and your filing sent off to the state the same day you place your order with us.

In your online account, you'll see the status of your order. When we're done, we will email you the filed paperwork as soon as we get it back from the state. Our company is built on speed and efficiency.

Additionally, along with your filed corporate paperwork, we will provide you:

- Initial Resolutions
- Operating Agreement or Corporate Bylaws
- Membership Certificates or Share Certificates

Our goal is to provide you everything you need to print it out, take it to your bank, and open up a business bank account in your business' name.

## What If I Want To Cancel?

### For Monthly VIP Clients:

You can cancel anytime, however, when you sign up for our monthly business formation service, you agree to pay us the full amount of your filing costs over 12 months...so when you cancel, we'll require that you pay us any outstanding fees.

### For All Other Clients:

We're extremely fast and efficient. The downside of that is the money that comes in the door goes out just as fast. The state doesn't offer refunds, so we cannot offer refunds on state fees. If you're on the fence about whether you need to form a new company, we recommend you just wait a few days to place the order. Once you place your order, we're instantly off to the races. After you place this order, you'll have a filed company before you know it.