



Starting an LLC in Washington, D.C Checklist

1. Plan Your LLC

- Choose a business name (must include “LLC” or “Limited Liability Company”)
- Check name availability on the D.C. Department of Consumer and Regulatory Affairs (DCRA) website
- Decide on the business purpose and activities
- Determine if it will be a single-member or multi-member LLC

2. Appoint a Registered Agent

- Designate a registered agent (individual or service in D.C.)
- Ensure agent has a physical address in D.C.
- Confirm agent is available during business hours

3. File Articles of Organization

- Complete D.C. Articles of Organization (Form LLA)
- File online or by mail with the DCRA
- Pay the filing fee (\$220 as of 2026)

4. Create an Operating Agreement

- Draft an LLC operating agreement (strongly recommended)
- Define ownership percentages, management structure, and member responsibilities
- Include procedures for adding/removing members or dissolving the LLC



5. Obtain an EIN

- Apply for an Employer Identification Number (EIN) from the IRS
- Required for banking, taxes, and hiring employees
- Free online application at IRS.gov

6. Register for District Taxes

- Determine if your LLC needs to register for D.C. taxes (sales tax, employer withholding, etc.)
- Register with the Office of Tax and Revenue (OTR) if required

7. Business Licenses & Permits

- Check local business licensing requirements via DCRA
- Apply for any industry-specific permits (health, professional, zoning)

8. Set Up Banking & Finances

- Open a separate business bank account
- Set up accounting or bookkeeping system
- Track all business expenses for taxes

9. Comply with Ongoing Requirements

- File D.C. Biennial Report every 2 years with DCRA
- Maintain registered agent and office address
- Keep proper records of ownership, meetings, and financials



Quick Tips

- Keep business and personal finances separate
- Consider consulting a tax professional for D.C.-specific taxes
- Maintain liability protection and consider business insurance
- Stay compliant with biennial filings to remain in good standing
