



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
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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
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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)
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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
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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
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7. Business Licenses & Permits

- Check local business licensing requirements via DCRA
 - Apply for any industry-specific permits (health, professional, zoning)
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8. Set Up Banking & Finances

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