



Starting an LLC in Maryland Checklist

1. Plan Your LLC

- Choose a business name (must include “LLC” or “Limited Liability Company”)
- Check name availability on the Maryland Department of Assessments and Taxation (SDAT) 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 MD)
- Ensure agent has a physical street address in Maryland
- Confirm agent is available during business hours

3. File Articles of Organization

- Complete Maryland Articles of Organization (Form LLC-1)
- File online or by mail with the Maryland Department of Assessments and Taxation (SDAT)
- Pay the filing fee (\$100 as of 2026)

4. Create an Operating Agreement

- Draft an LLC operating agreement (recommended, even if single-member)
- Define ownership, management structure, and rules for adding/removing members
- Include procedures for business decision-making and dissolution



5. Obtain an EIN

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

6. Register for State Taxes

- Determine if your LLC needs to register for Maryland taxes (sales tax, employer withholding, etc.)
- Register with the Comptroller of Maryland if required

7. Business Licenses & Permits

- Check local city or county business license requirements
- 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 expenses for tax purposes

9. Comply with Ongoing Requirements

- File Maryland Annual Report and Personal Property Return (Form Annual Report & Tax)
- Maintain registered agent and office address
- Keep proper records of ownership, meetings, and financials



Quick Tips

- Keep business and personal finances separate
- Consult a tax professional for Maryland-specific taxes
- Consider liability protection and business insurance
- Stay compliant with annual filings to maintain good standing