



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
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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
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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)
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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
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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
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7. Business Licenses & Permits

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