

# KNIGHT SOLUTIONS, LLC

Click [here](#) to download an [LLC Formation Checklist](#) pdf that is substantially the same. Many of the items in this checklist have links to help you understand what is involved in each step.

Please feel free to [contact me](#) if you need guidance at any point along the way.

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| 1.  | Choose a name and check for availability                                 | Your name must end in "Limited Liability Company," "LLC," or "L.L.C." Read <a href="#">article on choosing a name</a> for more details.          |
| 2.  | Prepare and file Articles of Organization ( <a href="#">Form LLC-1</a> ) | My <a href="#">article on filing Articles of Organization</a> has step-by-step instructions for completing Form LLC-1                            |
| 3.  | Prepare your LLC's Operating Agreement                                   | This agreement outlines how your LLC will be managed, how profits and losses will be allocated, and other details essential to running your LLC. |
| 4.  | Prepare membership ledger and membership certificates                    | The ledger should indicate each member's name, address, amount paid for their membership interest, and the date it was received.                 |
| 5.  | Prepare and file a Statement of Information                              | This should be filed after your Operating Agreement has been prepared and executed, but within 90 days of filing the Articles of Organization.   |
| 6.  | <a href="#">Apply for an EIN</a>   | See my article for step-by-step instructions on completing IRS Form SS-4. If you apply online, you will be issued an EIN on the spot.            |
| 7.  | Investment representation letters  | In some instances you may need Investment Representation Letters, depending on how members are involved with the LLC.                            |
| 8.  | Receive spousal consent  | If any of the members are married, their spouses will need to provide Spousal Consent.   |
| 9.  | File Limited Offering Exemption Notice (LOEN)                            | You may be required to file this notice within 14 days of issuing membership interests.  |
| 10, | Hold initial meeting of Members  | During this meeting the LLC will appoint managers and officers. <a href="#">Keep minutes</a> of this and all subsequent meetings.                |
| 11. | Open a bank account  | You will typically need an EIN and your Articles of Organization. (Some banks require a certified copy.)   |
| 12. | Apply for a business license and any permits required                    | The requirements and application process vary from area to area; check with your local jurisdiction.   |
| 13. | <a href="#">Register with EDD</a> and set up payroll                     | If you pay an employee more than \$100, you must register with EDD. I suggest using a payroll service.   |
| 14. | Accountant   | Consult with and hire a CPA or accountant for tax purposes.  |