

What To Do After Your LLC Is Formed



Congratulations on forming your LLC! Starting your business is a big accomplishment — but forming your LLC is just the beginning. As an LLC owner in Washington State, there are a few ongoing responsibilities you'll need to stay on top of to keep your company compliant and running smoothly. From keeping your business records organized to renewing your registration each year, these simple but important steps will help ensure your long-term success.

Inside, you will find a quick-start checklist to guide you through what to do next and how to manage your ongoing obligations as a Washington LLC owner.

Quick-Start Guide For Washington LLC Owners

1 Get an EIN (Employer Identification Number)

Apply online through the IRS website (www.irs.gov) — you'll need an EIN for taxes, banking, and payroll (even if you're a single-member LLC). Your UBI (Unified Business Identifier) number was issued by the State of Washington when your LLC was formed. It is located on your Certificate of Formation (issued by the Washington Secretary of State).

2 Open a Business Bank Account

Keep your business and personal finances separate to protect your limited liability. Bring your LLC formation documents and EIN to open your business bank account. If your LLC owns real estate, make sure the property is titled in the LLC's name, and list the LLC as an additional insured on your property or liability insurance policy.

3 Get a Business License

Check with your city and county to confirm whether you need a local business license or additional permits to operate legally. You can verify or apply through the Washington State Business Licensing Service.

4 Keep Your LLC in Good Standing

Washington State requires an Annual Renewal for all LLCs. You'll receive a reminder from the Secretary of State about one month before it's due, usually by email and mail. If our office is your Registered Agent, we will reach out to you about one month prior to your renewal being due to confirm if there are any changes to your LLC so we can file your LLC renewal timely.

5 The Beneficial Ownership Information (BOI) Report is NOT Required

Filing the BOI Report with FinCEN is optional for Washington LLCs. It is not a requirement, but you may choose to file voluntarily.

6 Watch Out for Scams

Unfortunately, new business owners often receive official-looking letters that attempt to collect unnecessary fees or sell overpriced compliance services. If we assisted in forming your LLC, contact our office before paying or responding to anything that looks suspicious; we can review and confirm if it is valid.

Simple Pricing

- Flat Fee Starting at \$995
- No hidden fees

Want to learn more? Check out the links below to some of Darcel's informative YouTube videos discussing **LLC Formation** in detail:



[Creating an LLC in Washington State](#)



[Requirements To Form A LLC In Washington State](#)



[Do You Need An Attorney To Create A LLC?](#)

What Our Clients Are Saying



"Super satisfied with the level of knowledge of the laws pertaining to my specific situation. Darcel guided me through everything step by step and made sure I understood completely before moving on. Great customer service from all staff involved, and the overall process was seamless with no hidden charges or fees. Thank you Darcel and supporting staff!!! I have already recommended your services to a co-worker."

- Shawnnaa



Incredible to work with! Quick to respond to any questions, and explains everything step by step. Would recommend anyone in need of an attorney.

- Jason H.



"Darcel is a dedicated attorney who genuinely cares about her clients. I couldn't be more pleased with my experience. She was professional, thorough, and very responsive. Highly recommend!"

- Chantel A.