

Alaska LLC Formation Checklist

Step 1: Name Your Alaska LLC

The name of your Alaska LLC should be distinguishable from other business names in your state and must meet the Alaska naming guidelines.

How to Complete This Step:

Review Alaska's naming guidelines

- Your name must include the phrase "limited liability company" or one of its abbreviations (LLC or L.L.C.). "Limited" can be abbreviated "Ltd.," and "company" can be abbreviated "co."
- Your name cannot include words that could confuse your LLC with a government agency or unit (FBI, Treasury, State Department, etc.).
- A business name may not contain a word with professional licensing restrictions, such as "Engineer," unless the business has the appropriate professional license.
- Entity names that mislead regarding corporate purposes are not allowed. For example, if you own an oil company, you couldn't name your business "Solar Power Visionaries, LLC".
- The name of a city, borough, or village may be used in an LLC's name; however, the name may not contain the word "city," "borough," or "village" or otherwise imply that the company is a municipality.
- Your name must be distinguishable from any other business name registered with the state.

[Brainstorm business names](#)

Check if the [web domain](#) is available

Search for the business name on the Alaska Department of Commerce, Community, and Economic Development [corporations database](#) to see if it is available.

Your Business Name:

Your Business URL:

Step 2: Choose a Registered Agent

A [registered agent](#) is the person or company you choose to accept official communication on behalf of your LLC.

Your registered agent must be:

- 18 years or older
- A resident of Alaska
- Available at all times during normal business hours (i.e., 9 a.m. – 5 p.m. Monday through Friday) at their listed physical address (no P.O. boxes)

Many businesses choose to use [registered agent service](#) a for convenience and privacy.

Registered Agent Name and Address:

Step 3: File Your Articles of Organization

The Articles of Organization is the paperwork required to register your LLC. This document is filed with the Alaska Department of Commerce, Community, and Economic Development either [online](#), by [mail](#), by fax, or in person.

You will need to provide the following information:

- Name of the LLC (Step 1)
- Business purpose and NAICS Industry Grouping Code
- Name and address of the registered agent (Step 2)
- Management structure (i.e., [member-managed or manager-managed](#))

A member-managed LLC structure is when the members of the LLC are involved with the management of the LLC. A manager-managed LLC is when a few assigned individuals are responsible for managing the LLC.

Step 4: Create an Operating Agreement

An [operating agreement](#) lays out the rules and management structure of your LLC.

Your operating agreement doesn't need to be filed with the state. You'll keep it in your LLC records file and return to it as needed to clarify rules and settle disputes.

Step 5: Get an EIN

An Employer Identification Number ([EIN](#)) is like a Social Security number for your business. EINs are free and easy to get from the IRS using [Form SS-4](#) or by filling out the [online application](#).