

Arizona LLC Formation Checklist

Step 1: Name Your Arizona LLC

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

How to Complete This Step:

Review Arizona's naming guidelines

- Your name must contain the following words or abbreviations: limited liability company, limited company, L.L.C., L.C., LLC, or LC.
- Your name cannot contain the words "association," "corporation," "incorporated," or an abbreviation of those words.
- Your name cannot include words that could confuse your LLC with a government agency (FBI, Treasury, State Department, etc.).
- Your name must be distinguishable from any existing business in your state. You can find more information about what makes a business name distinguishable on the [Arizona Corporation Commission website](#).

[Brainstorm business names](#)

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

Make sure the name you want isn't already taken by doing a [name search](#) on the Arizona eCorp website.

Your Business Name:

Your Business URL:

Step 2: Choose a Statutory Agent

A [statutory agent](#) (known as a registered agent in most states) is the person or company you choose to accept official communication on behalf of your LLC.

Your statutory agent must be:

- 18 years or older
- A resident of Arizona
- 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)

Arizona requires statutory agents to sign a [Statutory Agent Acceptance](#) form that states they accept the appointment.

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 Arizona 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.

If you file by mail you must also submit a [Statutory Agent Acceptance](#) form, either the [Manager Structure Attachment](#) or the [Member Structure Attachment](#), and a [cover sheet](#).

Step 4: Complete Arizona LLC Publication Requirement

Arizona requires newly formed LLCs to publish a [Notice of LLC Formation](#) for three consecutive weeks in an approved newspaper in the county of the LLC's principal office. This must be done within 60 days of formation.

Exceptions: Businesses whose principal address is in either Maricopa or Pima counties do not have to publish a Notice of LLC Formation.

Step 5: 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 6: 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](#).