

# Missouri LLC Formation Checklist

## Step 1: Name Your Missouri LLC

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

How to Complete This Step:

Review Missouri's naming guidelines

- Your name must include the phrase "limited liability company" or "limited company" or one of their abbreviations (LLC, L.L.C., LC, L.C.).
- Your name cannot contain any of the following terms or their abbreviations: corporation, incorporated, limited partnership, limited liability partnership, limited liability limited partnership, and Ltd.
- Your name cannot imply that the LLC is organized for any purpose other than the one outlined in its articles of organization.
- Your name cannot include words that could confuse your LLC with a government agency (FBI, Treasury, State Department, etc.).
- In some states, restricted words (Bank, Attorney, University, etc.) may require additional paperwork and a licensed individual to be part of your LLC.
- Your name must be distinguishable from any existing business in the state. This includes Missouri reserved names.
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### [Brainstorm business names](#)

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

Perform a [business name search](#) with the Secretary of State to see if the business name you want is already in use in the state

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 Missouri
- 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 a [registered agent service](#) 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 Secretary of State [online](#) or by [mail](#).

You will need to provide the following information:

- Name of the LLC (Step 1)
- Purpose of the business
- Name and address of the registered agent (Step 2)
- Management structure ([member-managed or manager-managed](#))
- Duration of the business
- Names and addresses of the organizers

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](#).