

# New Hampshire LLC Formation Checklist

## Step 1: Name Your New Hampshire LLC

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

How to Complete This Step:

Review New Hampshire's naming guidelines

- Your name must include the phrase "limited liability company" or one of its abbreviations (LLC or L.L.C.).
- Your name may contain the name of a member or manager of the LLC.
- Your name cannot imply that the LLC was organized for any non-permitted purpose or one not outlined in its certificate of formation.
- Your name cannot include words that could confuse your LLC with a government agency (FBI, Treasury, State Department, etc.).
- Your name cannot include the name of a political party without authorization.
- In some states, certain restricted words (Bank, Attorney, University, etc.) may require additional paperwork and a licensed individual to be part of your LLC.
- Your name cannot include the words "farmers' market" unless the LLC meets the definition of a farmers' market.
- Your name must be distinguishable from any existing business in the state. This includes New Hampshire reserved names

[Brainstorm business names](#)

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

Make sure the business name you want isn't already taken by doing a [business name search](#) online through New Hampshire's QuickStart website.

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 New Hampshire
- 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 Certificate of Organization

The Certificate 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)
- Principal office address
- Name and address of the registered agent (Step 2)
- Management structure ([member-managed or manager-managed](#))
- Names and addresses of managers or members

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](#).