

New Mexico LLC Formation Checklist

Step 1: Name Your New Mexico LLC

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

How to Complete This Step:

Review New Mexico's naming guidelines

- Your name must include the phrase "limited liability company" or "limited company" or one of their abbreviations (LLC or L.L.C., LC, or L.C.). The word "limited" may be abbreviated as "ltd.," and the word "company" may be abbreviated as "co."
- Your name cannot include words that could confuse your LLC with a government agency (FBI, Treasury, State Department, etc.).
- In some states, certain restricted words (e.g. Bank, Attorney, University) 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 New Mexico 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 search](#) on the Secretary of State 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 Mexico
- 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.

New Mexico requires LLCs to provide a [Statement of Acceptance of Appointment](#) signed by the registered agent.

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 [online](#) with the Secretary of State.

You will need to provide the following information:

- Name of the LLC (Step 1)
- Name and address of the registered agent (Step 2)
- Purpose of the business
- Principal business address
- Copy of the Statement of Acceptance of Appointment

This is also a good time to decide if your LLC will be [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](#).