

Tennessee LLC Formation Checklist

Step 1: Name Your Tennessee LLC

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

How to Complete This Step:

Review Tennessee's naming guidelines

- Your name must include the phrase "limited liability company," one of its abbreviations (LLC or L.L.C.), or words or abbreviations of the same meaning in a different language.
- Your name cannot contain the word "corporation" or "incorporated" or an abbreviation of either.
- Your name cannot falsely imply that your LLC is organized as, affiliated with, or sponsored by any fraternal, veterans', service, religious, charitable, or professional organization.
- 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 (Bank, Attorney, University, etc.) may require additional paperwork and a licensed individual to be part of your LLC.
- Your name cannot imply that the LLC is organized for any unlawful purpose or one not outlined in its Articles of Organization.
- Your name must be distinguishable from any existing business in the state. This includes Tennessee reserved names.

[Brainstorm business names](#)

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

Make sure the name you want isn't already taken by doing a [business information search](#) or a [business name availability 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.

You will need to provide the following information:

- 18 years or older
- A resident of Tennessee
- 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 either [online](#), by [mail](#), or in person.

You will need to provide the following information:

- Name of the LLC (Step 1)
- Name and address of the registered agent (Step 2)
- Fiscal year close month
- Management structure ([member-managed or manager-managed](#))
- Number of members
- Duration of business
- Address of principal executive
- Principal business address

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](#).