

# Virginia LLC Formation Checklist

## Step 1: Name Your Virginia LLC

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

How to Complete This Step:

Review Virginia'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, or L.C.).
- Your name cannot contain any word, abbreviation, or combination of characters that states or implies the LLC is a corporation or a limited partnership.
- Your name cannot include the words "bank" or "trust" unless the LLC will be engaged in the banking or trust company business, or it is clear from the context of the remaining words that it will not be engaged in such business.
- Your name cannot include the words "engineer," "architecture," or "land surveying," or any variation of those words unless the LLC will be lawfully engaged in those services or it is clear from the context of the remaining words that it will not conduct such business.
- The words "United States," "national," "Federal", and "reserve" may not be included in the name of a business entity that is engaged in the banking, loan, building and loan, brokerage, factorage, insurance, indemnity, savings, or trust business.
- Your name must be distinguishable from any existing business in the state. This includes Virginia 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 entity search](#) and [name check availability search](#) on the State Corporation Commission's 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 Virginia
- 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 State Corporation Commission either [online](#) or by [mail](#).

You will need to provide the following information:

- Name of the LLC (Step 1)
- Name and address of the registered agent (Step 2)
- Principal business address

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](#).