

# Vermont LLC Formation Checklist

## Step 1: Name Your Vermont LLC

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

How to Complete This Step:

Review Vermont'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.). The word "limited" may be abbreviated as "Ltd.," and "company" may be abbreviated as "Co."
- The name of a low-profit limited liability company must contain the abbreviation "L3C."
- Your name cannot include words or phrases that, in context, falsely imply governmental affiliation.
- Your name cannot include words or phrases that, in context, denigrate or defame people or groups based on race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity, place of birth, age, or disability.
- Your name cannot include words or phrases that, in context, depict or describe sexual or excretory organs or the activities or products thereof.
- Your name cannot include words or phrases that, in context, appeal to the prurient interest; or depict, describe in terms patently offensive or threatening, or such words or phrases that imply such terms, regarding sexual conduct.
- Restricted words (e.g. Bank, Attorney, University) may require additional paperwork and a licensed individual, such as a doctor or lawyer, to be part of your LLC.
- Your name must be distinguishable from any existing business in the state. This includes Vermont 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 name search](#) on the Vermont 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 Vermont
- 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](#) or by [mail](#).

You will need to provide the following information:

- Name of the LLC (Step 1)
- NAICS code
- Email address
- Fiscal year-end month
- Name and address of the registered agent (Step 2)
- Management structure ([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](#).