



STEPS TO FORM AN LLC

1. Complete the Articles of Organization

<https://www.sos.ok.gov/business/forms.aspx>

2. Obtain a Tax ID Number

If you are starting a new business, you will need a new EIN.

If you already have a tax id number as a sole proprietor or other form of business structure, you will need to apply for a new number. You can do this by calling 800.829.4933 or go to <https://www.irs.gov/>. Online is easier and quicker

3. Complete the Business Registration Packet and apply for a sales tax permit

Apply for a Sales Tax Permit(packet A) and/or manufacturing permit (packet M) if needed. <https://www.ok.gov/tax/documents/busregpk.pdf>

If you do not need a sales tax permit, the packet is completed as a registration only and there is no cost. If you need a sales tax permit, the cost is \$20.

4. Prepare an Operating Agreement

This agreement tells how you will operate the business. It is kept with the company records. You can also see an example of a single or multi-member operating agreement located at

mainstreetenid.org/smallbusinessresources