

## Steps to Form an LLC

1. Complete the **Articles of Organization** <http://www.sos.state.ok.us/forms/fm0074.pdf>
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://sa2.www4.irs.gov/modiein/individual/index.jsp> . Online is easier and quicker.
3. Complete the **Business Registration Packet** and apply for a **sales tax permit** (packet A) and/or **manufacturing permit** (packet M) if needed. <http://www.tax.ok.gov/forms/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 operating agreement at the following address. <http://www.osbdc.org/folder.aspx?f=214>