

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** (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 operating agreement at the following address. <http://reiwbc.org/wp/wp-content/uploads/2013/09/Membership-and-Operating-Agreement.pdf>