

Checklists to form a Limited Liability Company

Domestic LLC

- ☐ File Articles of Organization with the NY Department of State
- ☐ Publish notice of formation in two (2) newspapers for six (6) consecutive weeks
 - See county clerk's website for certified newspapers
 - Publish in one daily newspaper and one weekly newspaper
 - Collect affidavits of publication from newspaper editors
- ☐ File Certificate of Publication with the NY Department of State (120-day deadline)
- ☐ Draft operating agreement

Foreign LLC

- ☐ Form in home state
- ☐ File Application for Authority to do Business with the NY Department of State
- ☐ Publish notice of formation in two (2) newspapers for six (6) consecutive weeks
 - See county clerk's website for certified newspapers
 - Publish in one daily newspaper and one weekly newspaper
 - Collect affidavits of publication from newspaper editors
- ☐ File Certificate of Publication with the NY Department of State (120 day deadline)
- ☐ Draft operating agreement