

## FREE CHECKLIST

# Texas LLC Formation Checklist

A practical eight-step sequence for reviewing a Texas LLC formation.

### ☐ 1. Review the LLC name

Search Texas records for possible conflicts and include an accepted entity designation. A search is not approval; the Texas Secretary of State makes the final distinguishability decision.

### ☐ 2. Appoint an eligible registered agent

A Texas LLC must maintain a consenting registered agent and a Texas registered office where the agent can be served during normal business hours. A mailbox subscription alone is not enough.

### ☐ 3. Choose each address for its actual use

Form 205 separates registered-office, governing-person, initial-mailing, and organizer information. Banks, the IRS, licensing bodies, Google, carriers, and other recipients apply their own address rules. Confirm eligibility before using any address.

### ☐ 4. File the Certificate of Formation (Form 205)

The standard state filing fee is currently \$300. Processing and approval timing vary; confirm current options with the Texas Secretary of State before filing.

### ☐ 5. Consider an operating agreement

An operating agreement is not filed with the state. It can document ownership, management, decision-making, and other internal terms; obtain legal advice for your facts.

### ☐ 6. Determine whether and how to obtain an EIN

Applying directly with the IRS is free. Eligibility and application method depend on the responsible party, principal business location, and applicant facts. International applicants should follow the current Form SS-4 instructions.

### ☐ 7. Apply for an appropriate business account

A bank or fintech decides what documents and address evidence it accepts. Formation and an EIN do not guarantee account approval. Keep business and personal funds properly separated.

### ☐ 8. Track current reporting duties

Texas franchise-tax and information-report duties depend on the entity and report year. U.S.-created entities are currently exempt from federal BOI reporting; some foreign-law entities registered in the U.S. may still have obligations. Recheck official sources.

Want filing support? Request a written quote that identifies the operator, exact scope, service address and authorization when applicable, government fees, recurring terms, exclusions, and activation date. A request does not authorize a filing or address use. [getbusinessaddress.com](https://getbusinessaddress.com) - [hello@getbusinessaddress.com](mailto:hello@getbusinessaddress.com)

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