

How to Create Articles of Organization for an LLC

What are the Articles of Organization?

Plainly put the articles of organization for a limited liability company (LLC) is a charter that proves your LLC exists in the state you register in, and it also establishes basic information about the new LLC. You must file with your Secretary of State's office; the articles of organization describe the fundamental identifying and operating characteristics of the LLC. After filed and approved by the state, the articles of organization legally create the LLC as a registered business entity within the state.

What is Included in the Articles of Organization?

No matter the type or size of your new business, most states require that an LLC's articles of organization include, at a minimum, the following information:

- Your new LLC's **name** and **address** (principal place of business)
- The **nature of the LLC's business** (usually stated in broad language such as "to engage in any lawful activity," in order to avoid limiting the LLC's business prospects)
- Name and address of your LLC's **registered agent**, who will be authorized to physically accept delivery of certain legal documents (including lawsuits) on behalf of your LLC. Note: some states may allow you to designate the Secretary of State's office as your LLC's registered agent.
- **Name(s) of manager(s) and members of the LLC**, if known at the time of filing.

The articles of organization will usually identify the organizer(s) of the LLC, who initiate the organization process and are typically responsible for signing the articles of organization prior to filing them with the state. If the articles name the manager(s) of the new LLC, the manager(s) may also be required to sign the articles of organization before they are filed.

Writing the Articles of Organization

Whether you prepare them yourself, or consult an experienced business attorney for assistance, your new LLC's articles of organization do not necessarily need to be complicated or extensive. If you decide to write them yourself, your articles of organization will most likely be accepted for filing in your state as long as they contain the minimum information identified above in bullet-point. But you likely need not create the articles completely from scratch, as most states' Secretary of State web sites contain pre-printed articles of organization forms that your LLC can complete in a relatively short amount of time. Some examples (in PDF format) include [California](#), [Connecticut](#), [Florida](#), and [Ohio](#).

There are several formats for writing the articles of organization for an LLC. Therefore the best thing for you to do is simply Google, "articles of organization templates," then use a format you like.

Articles of Organization: Filing and Fees

Once your new LLC's articles of organization are written and signed, they are ready for filing with your state's Secretary of State office (or similar state agency that handles business registration). In all states, the filing of the articles of organization requires the payment of a corresponding filing fee, the specific amount of which varies depending upon the state of organization.

Some information provided by <http://www.findlaw.com>