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LLC Checklist

1. Reserve name with Secretary of State
2. Prepare Articles of Organization and Acceptance of Registered Agent
3. Compute filing fees
4. Prepare Annual List of managers and members
5. File originals and obtain two certified copies of Articles of Organization and Acceptance of Registered Agent
6. Prepare Operating Agreement
7. Prepare Certificate of Business: Fictitious Firm Name (Douglas County)
8. Obtain assistance from tax professional (CPA) regarding responsibilities for tax matters and filing of tax forms
9. Prepare Nevada Business Tax License Application

10. Prepare Form SS-4, Application for Employer Identification Number
11. Prepare Form 8832, Entity Classification Election
12. Prepare Nevada Employer Tax Application
13. Prepare Local License tax application