



CVA ADMINISTRATIVE SERVICES

HELPING YOUR COMPANY SUCCEED!

LLC CHECKLIST

Here are a list of things you need to begin the Georgial LLC process.

1 GET PREPARED

- Do your research to be sure an LLC is the right business structure for you.
- Determine if you are a Foreign or domestic business entity.
- Select a registered agent for your company. The registered agent is the person or entity designated to receive any service of process, documents, or other official communication on behalf of the business. A registered agent must be located in Georgia.

2 INFORMATION NEED

- Name of the LLC or a valid name reservation number
- Name and address of the person filing for the LLC
- A valid email address
- Mailing address of the principal office
- Name and address of the registered agent
- Name and address of each organizer
- Any optional provisions you need to add to your articles of organization
- A form of payment. Depending on how you apply, your form of payment will be one of the following: credit card, check, cashier's check, or money order.

3 CREATE & FILE

- You can register an LLC online, by mail, or in person. Applications can be expedited for additional fees. Each registration method has different processing times and expedite options.

Georgia Filing Fees:

LLC-\$100

Certificate Of Existence-\$10.00



CONTACT US

706) 312-9657

www.cvaadministrative.com

info@cvaadministrative.com

