CHECKLIST

US LLC Launch Checklist

A practical step-by-step checklist for Indian founders moving from idea to a bank- and client-ready US business.

Inside this guide

Prepared by Start USA LLC | Reviewed September 2026

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PHASE 1

Before you file

The best time to prevent setup mistakes is before the formation document is submitted.

1 Decide the structure

- [ ] Confirm who will own the LLC and the ownership percentages.
- [ ] Decide whether the LLC will be member-managed or manager-managed.
- [ ] Choose a state based on where you actually operate, costs, compliance and business needs - not just popularity.
- [ ] Confirm the legal company name and at least one backup name.

2 Prepare the filing details

- [ ] Choose a registered agent in the formation state.
- [ ] Prepare the principal and mailing addresses you will use consistently across applications.
- [ ] Write a plain-English description of what the business sells and who it serves.
- [ ] Have the owners legal names, addresses and identification details ready.

Keep names and addresses consistent across the state filing, EIN, bank and payment applications.

PHASE 2

Form the company and secure the core file

Treat your formation documents as the master record for everything that follows.

1 Formation package

- [ ] File the LLC formation document with the chosen state and save the accepted copy.
- [ ] Save the state filing receipt, entity/file number and formation date.
- [ ] Prepare and sign an Operating Agreement reflecting the actual ownership and management arrangement.
- [ ] Verify the company appears correctly on the official state registry.

2 Employer Identification Number (EIN)

- [ ] Prepare Form SS-4 information using the LLCs exact legal name and responsible-party details.
- [ ] Apply through an IRS method you are eligible to use; international founders without a U.S. principal office cannot use the IRS online EIN application.
- [ ] Save the IRS EIN confirmation with your permanent company records.

! Founder note

An EIN identifies the business for federal tax administration. It does not by itself determine how the LLC is taxed.

PHASE 3

Get ready to operate

Move from a registered entity to a business that can receive money, issue invoices and maintain clean records.

1 Banking and payments

- [ ] Create one bank-ready folder with the formation document, EIN confirmation, Operating Agreement, owner ID and business information.
- [ ] Apply for a business bank account that supports your ownership and operating model.
- [ ] Set up the payment processor only after your legal name, website, bank details and business description are consistent.
- [ ] Turn on two-factor authentication and keep owner/admin access separate from staff access.

2 Accounting and client readiness

- [ ] Use dedicated business accounts instead of mixing company and personal money.
- [ ] Set up bookkeeping categories before transaction volume grows.
- [ ] Create an invoice template with the exact LLC name, payment details and support contact.
- [ ] Store signed client and vendor agreements in a central contract folder.

PHASE 4

Start compliance on day one

A simple calendar and document system is cheaper than reconstructing records at filing time.

1 Federal and state setup

- [ ] Confirm the LLCs federal tax classification and which returns or information forms apply to the actual ownership structure.
- [ ] If the LLC is a foreign-owned U.S. disregarded entity, review the Form 5472 plus pro forma Form 1120 requirements.
- [ ] If the LLC is taxed as a partnership, review Form 1065 and Schedule K-1 requirements.
- [ ] Add the formation states annual report, annual tax or renewal deadline to the calendar.
- [ ] Keep the registered agent active and update state/IRS records when key addresses change.

! BOI status - September 2026

As of September 2026, U.S.-created companies are exempt from FinCEN beneficial ownership information (BOI) reporting under the final rule effective August 14, 2026. Certain foreign entities registered to do business in the U.S. can still have BOI obligations.

2 Your permanent company folder

- [ ] Formation document and state receipt
- [ ] Operating Agreement and ownership records
- [ ] EIN confirmation and IRS correspondence
- [ ] Banking, payments, accounting and tax records
- [ ] State filings, licenses and compliance confirmations

LAUNCH TRACKER

What "ready" looks like

You do not need every optional tool on day one. You do need a clean legal, financial and compliance foundation.

- [ ] LLC visible on official state registry
- [ ] Operating Agreement signed
- [ ] EIN secured and saved
- [ ] Business banking application completed
- [ ] Payment setup prepared
- [ ] Bookkeeping system active
- [ ] Compliance calendar created
- [ ] Core documents stored in one place

Next step

Once the foundation is clean, focus on sales and operations. Add complexity only when the business actually needs it.

Key official references

IRS - Instructions for Form SS-4 (EIN)
https://www.irs.gov/instructions/iss4

IRS - Instructions for Form 5472
https://www.irs.gov/instructions/i5472

IRS - Instructions for Form 1065
https://www.irs.gov/instructions/i1065

IRS - Publication 509, Tax Calendars
https://www.irs.gov/publications/p509

General information only. State, tax, licensing, banking and payment requirements vary. Confirm current rules before filing or relying on a deadline.