

## What you need to file Articles of Organization for a Limited Liability Company (LLC)

Filing Articles of Organization is how you form your LLC in the State of Colorado.

Per 7-90-314(1) C.R.S. you must have written consent to list the name of any person in your document, or to use their address. This is for your own records; you do not need to include it with this filing.

- Limited Liability Company Name
  - Must be distinguishable
  - Must include specific [terms or abbreviations](#): limited liability company, ltd. liability company, limited liability co., ltd. liability co., limited, l.l.c., llc, ltd.
  - Note: capitalization doesn't matter, but punctuation does
- Principal office address
  - This is the main address for your business. This must be a street address
  - Caution: this information is public
- Mailing address
  - This may be a PO box
  - Sometimes it is the same as the street address
- Registered agent name
  - The registered agent is a known contact for your business. They must reside in Colorado
  - If they are an individual, they must be 18 years of age or older
  - Can be an individual or an entity. An individual is a natural person. An entity is an organization, estate, trust, etc.
  - The LLC can serve as its own registered agent
- Registered agent address
  - This is the street address where the registered agent is located. It must be in Colorado
- Registered agent mailing address
  - This may be the same as the street address or be a PO box
  - The address must be in Colorado
- Registered agent consent
  - The registered agent must agree to accept this responsibility for your business.
- Who manages the limited liability company? Select one or the other
  - Managers - In a manager-managed LLC, the members do not participate in the day-to-day management. The LLC has one or more managers who make business decisions. A member can also be one of the managers—just as a shareholder can also be one of a corporation's directors. Or the manager may be an outsider. Even a single-member LLC can be manager-managed if the member does not want to manage the business himself or herself
  - Members - A member-managed LLC is an LLC in which all the members participate in the decision-making process. Where there is a dispute, the vote of a majority generally rules, while certain extraordinary actions require unanimous consent
- There is at least one member
  - Your LLC must comply with this statement
- Name of the person(s) forming the limited liability company
  - One or more persons can form the LLC. The person(s) forming, if an individual, must be 18 years old or older. The person does not have to be a member of the LLC after formation

- This does not determine ownership, but it would be beneficial to check with your attorney or financial advisor before filing
- The person forming could be an individual, entity, trust, state, or estate
- Address(es) of the person forming the limited liability company
- Additional information (optional)
  - Additional information is uncommon
  - Anything attached is viewable on our website
  - If you are including an attachment, prepare your attachment before filing. You can find information on attachments on our [FAQ](#)
  - Attachments must be PDF, text (.txt), JPG, GIF, PNG, and TIF files only. Up to 5 documents can be attached. Total attachments cannot exceed 10MB
- Delayed effective date (optional)
  - This is uncommon, you can use this to delay the start of a business filing up to 90 days from the current date. This is commonly used to delay a filing date towards the end of the year or when filing the same document in many states
  - Using this can affect the filing of other documents or opening bank accounts
  - When you don't use a delayed effective date, your filing takes effect immediately after payment
  - Delayed effective date time is optional
- Name of the individual(s) causing the document to be filed
  - This is usually the individual(s) filling out the form
  - The individual(s) listed would be signing the document if the document required a signature
  - The individual(s) named affirms, under penalty of perjury, that the facts stated in the document are true
  - You need to list at least one, but there are times when you need to list more
- Address(es) of the individual(s) causing the document to be filed
  - You must include an address for each individual listed. The address may be the same for everyone listed
  - This information will be viewable by the public
- Notifications
  - You can sign up to receive email or text notifications for your business (reminders, helpful information, etc.)
- Review
  - Review your document before filing to make certain that all information is complete and correct
  - Check that there isn't any personal information you don't want available to the public
- Payment
  - Payment is required before filing. For more information on payment and troubleshooting, visit our [FAQ](#)
  - Payment must be credit, debit, or prepaid account. You cannot pay with a check or cash

After filing, our office will assign an ID number. This number is used only in our office and is not your tax or federal ID (EIN).

This will get you started. You must file a [periodic report](#) yearly for your LLC to keep it in good standing.

You may want to consider signing up for [Secure Business Filing](#) to protect your business.

If you want more information, here's an [eLearning tool](#)