# Oregon LLC Formation Checklist

An ordered checklist for a solo Oregon therapist forming a domestic LLC. Work through it in order; fill in the blanks as you go.

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## 1. Search your business name

- [ ] Run a free name search on the Oregon Secretary of State's "Find a Business" tool before you file anything. A name that sounds available can still collide with an existing registration.
  https://sos.oregon.gov/business/Pages/find.aspx

## 2. Settle the LLC-vs-PC question with an attorney

- [ ] Oregon does not have a separate "PLLC" filing category. A regular domestic LLC may render licensed professional services under ORS 63.074, as long as the specific service is named in the Articles of Organization (ORS 63.047). Licensed members stay personally liable for their own clinical work either way; the LLC shields other business liabilities, not malpractice. I did not find an Oregon licensing-board rule requiring a specific entity type for a licensed counselor, but confirm that with an attorney or the OBLPCT before you file, since absence of a rule I found is not the same as confirming none exists.
  https://oregon.public.law/statutes/ors_63.074

Also see ORS 63.047 (naming the professional service in the articles):
https://oregon.public.law/statutes/ors_63.047

## 3. Choose your registered agent

- [ ] Oregon requires a registered agent with a real Oregon street address (no PO box). You can serve as your own registered agent for free if you're comfortable listing that address on a public record, or hire a commercial service to keep your home address private. Check the current price directly before you commit; a commercial service's published list price is not a state fee and can change.
  https://sos.oregon.gov/business/pages/select-business-name-structure.aspx

## 4. File the Articles of Organization

- [ ] File online through the Oregon Business Registry. The state filing fee is $100. Online filings process the same or next business day; mailed filings need 7 to 10 days for delivery plus processing; priority courier delivery (FedEx or UPS overnight/2nd day) gets 2 to 3 business days of processing.
  https://sos.oregon.gov/business/Documents/business-registry-forms/br-fee-schedule.pdf

Delivery timing source:
https://sos.oregon.gov/business/Pages/delivery-options.aspx

## 5. Register an assumed business name, if you need one

- [ ] If you'll operate under a name that isn't your LLC's exact legal name, register an assumed business name (DBA). Filing costs $50 and renews every 2 years for $50. An assumed name can't include "LLC" or "Inc." unless the entity filing it actually is that entity type, and the principal place of business can't be a PO box or virtual office.
  https://sos.oregon.gov/business/Documents/business-registry-forms/br-fee-schedule.pdf

## 6. Get your EIN

- [ ] Apply for a free EIN directly at irs.gov. Never pay a third-party "EIN filing service." See the companion sheet, EIN and Oregon BIN Steps, for the walkthrough.
  https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online

## 7. Get an Oregon BIN, only if and when you hire

- [ ] A solo practitioner with no employees does not need an Oregon Business Identification Number. Register for one through Revenue Online the moment you plan to pay even one employee.
  https://www.oregon.gov/dor/programs/businesses/pages/starting-payroll-taxes.aspx

## 8. Write an operating agreement

- [ ] Operating agreements are internal; they are not filed with the state, and Oregon law does not require them to be written. For a solo LLC, writing one down is still the safer practice, for example to satisfy a bank or to clarify what happens if you later sell the practice or bring on a partner.
  https://sos.oregon.gov/business/pages/select-business-name-structure.aspx

## 9. Open a business bank account

- [ ] Open a dedicated business bank account once your EIN is in hand, and keep every business dollar out of your personal accounts. Commingling funds is one of the easiest ways to weaken the liability shield an LLC is supposed to give you.

## 10. Check local registration, if it applies

- [ ] If your practice is located in Portland or Multnomah County, you may need to register for a Revenue Division tax account. The registration itself is described as a roughly 15 minute process on the official page. I could not verify a specific registration fee on that page, so check the official page for the current fee rather than relying on a number here.
  https://www.portland.gov/revenue/register-tax-account

## 11. Check your FinCEN BOI filing status

- [ ] As of the current FinCEN rule, U.S. domestic companies are exempt from Beneficial Ownership Information reporting. This is a live regulatory area that has changed more than once, so check fincen.gov before you rely on that.
  https://www.fincen.gov/boi

## 12. Mark your Annual Report date

- [ ] The LLC Annual Report is due every year on the anniversary of formation and costs $100. Missing it risks administrative dissolution. Write the due date in the blank below the moment you know your filing date.
  https://sos.oregon.gov/business/Documents/business-registry-forms/br-fee-schedule.pdf

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## Fill in as you go

Entity name: _____

Registry number: _____

Filing date: _____

EIN: _____

Annual report due date: _____