

How to Form an LLC in District of Columbia Yourself (2026 Costs and Steps)

A free step-by-step guide from BusinessOwner.com. State information verified from official sources on September 15, 2026.

Quick answer

The total state cost to file online is \$99. File your Articles of Organization with the DC Department of Licensing and Consumer Protection (DLCP), Corporations Division at boss.dc.gov.

Step 1: Check that your LLC name is available

Search the agency's business name records before filing to ensure your desired name is available.

Step 2: Choose a registered agent

You may serve as your own registered agent if you are a bona fide District of Columbia resident, or you may choose a company physically located in DC. The agent's address must be a physical street address within the District of Columbia.

Step 3: File your Articles of Organization for Domestic Limited Liability Company (Form DLC-1)

Submit Form DLC-1 to the DLCP. The filing fee is \$99 whether you file online or by mail. You may pay an additional fee for expedited processing if available. An Expedited 3-day service costs \$50 and is available for certain web filings, but may be limited or unavailable for mail-in filings. An Expedited same-day service costs \$100 and is mandatory for walk-in customers served at the Business License Center.

Step 4: Create an operating agreement

Create an operating agreement to outline how your LLC will operate. This document typically covers ownership percentages, member roles and responsibilities, voting procedures, and what happens if a member leaves.

Step 5: Get your EIN from the IRS

Get your Employer Identification Number from the IRS for free at <https://www.irs.gov/ein>.

Step 6: Keep your LLC in good standing

File a Biennial Report every 2 years to maintain good standing. The first report is due April 1 of the year after registration, and subsequent reports are due April 1 every two years thereafter. The fee for the Biennial Report is \$300. A late fee applies if you miss the deadline.

You may also owe an Unincorporated Business Franchise Tax (minimum tax) to the DC Office of Tax and Revenue. This tax applies to LLCs taxed as unincorporated businesses with gross receipts more than \$12,000. The minimum tax is \$250 if DC gross receipts are \$1 million or less (\$1000 if more). This tax is payable even without net income. Exemptions exist for certain personal-service businesses. LLCs taxed as corporations pay the corporate franchise tax minimum instead.

Frequently asked questions

How much does it cost to file an LLC in DC?

The filing fee is \$99. Expedited services are available for an additional cost: \$50 for 3-day service or \$100 for same-day service, depending on the method of filing.

When is my first Biennial Report due?

Your first Biennial Report is due April 1 of the year after your LLC is registered. Subsequent reports are due April 1 every two years thereafter.

Is there a franchise tax for LLCs in DC?

Yes, an Unincorporated Business Franchise Tax (minimum tax) applies to LLCs taxed as unincorporated businesses with gross receipts more than \$12,000. The minimum is \$250 if gross receipts are \$1 million or less (\$1000 if more).

Can I file my LLC documents by mail?

Yes, the filing fee for mail-in filings is \$99. Expedited 3-day service may be limited or unavailable for mail-in filings.

Who can serve as a registered agent in DC?

A registered agent may be a bona fide District of Columbia resident or a company physically located in DC. The address must be a physical street address within the District of Columbia.

Want us to file it for you? \$249 plus state fees.

Want the whole business set up? Book a call with BusinessOwner.com.

Sources

Official sources, last verified September 15, 2026:

- boss.dc.gov
<https://boss.dc.gov>
- [Corporations Division Fees - Limited Liability Company | dlcp](https://dlcp.dc.gov/node/1621921)
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- [Domestic Limited Liability Company | dlcp](https://dlcp.dc.gov/node/1616716)
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- [dlcp.dc.gov: DLC-1 Articles of Organization for Domestic Limited Liability Company.pdf](https://dlcp.dc.gov/sites/default/files/dc/sites/DLCP/publication/attachments/DLC-1%20Articles%20of%20Organization%20for%20Domestic%20Limited%20Liability%20Company.pdf)
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- [DC Business Franchise Tax Rates | otr](https://otr.cfo.dc.gov/page/dc-business-franchise-tax-rates)
<https://otr.cfo.dc.gov/page/dc-business-franchise-tax-rates>
- [IRS: Get an employer identification number](https://www.irs.gov/ein)
<https://www.irs.gov/ein>

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