

How to Form an LLC in Idaho Yourself (2026 Costs and Steps)

A free step-by-step guide from BusinessOwner.com. State information verified from official sources on September 17, 2026.

Quick answer

Filing your Certificate of Organization with the Idaho Secretary of State online costs \$101 (the \$100 filing fee plus a \$1.00 card processing fee), plus a 2.5% transaction fee on each credit or debit card payment. By mail, it costs \$120. You can file at sosbiz.idaho.gov/forms/business. Business filings are currently being processed approximately 7-10 days from the date of filing.

Step 1: Check that your LLC name is available

Search the Idaho Secretary of State's business name records before you file to ensure your desired name is available.

Step 2: Choose a registered agent

You may serve as your own registered agent if you are an Idaho resident individual with a physical street address in Idaho. P.O. boxes and commercial personal mail boxes are not acceptable for this role.

Step 3: File your Certificate of Organization - Limited Liability Company

File the Certificate of Organization - Limited Liability Company online or by mail. The filing fee is \$100 if you file online, or \$120 if you file by mail. Online card payments carry a \$1.00 processing fee plus a 2.5% transaction fee, so filing online costs \$101 plus 2.5%. The paper Certificate of Organization form offers expedited service for an additional fee. Expedited service costs \$40 and provides evidence of filing within 8 working hours. Same-day service costs \$100 and is available for requests submitted before 1:00 p.m. Mountain Time; requests received after that time may not be processed until the next business day.

Step 4: Create an operating agreement

Create an operating agreement to outline ownership, roles, voting procedures, and what happens if a member leaves the LLC.

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 an Annual Report by the close of business on the last day of the month in which the LLC was formed, each year beginning one year after formation. There is no state fee to file the annual report. You can file it online via SOSBiz; paper forms are available by request only.

Frequently asked questions

How much does it cost to form an LLC in Idaho?

Filing online costs \$101 (the \$100 filing fee plus a \$1.00 card processing fee), plus a 2.5% card transaction fee. Filing by mail costs \$120.

What is the processing time for filings in Idaho?

Business filings are currently being processed approximately 7-10 days from the date of filing.

Do I need to file an initial report in Idaho?

No initial report is required. Idaho Code 30-21-213 requires only a recurring annual report, first due one year after formation.

Can I expedite my LLC filing?

The paper Certificate of Organization form offers expedited service for \$40 (evidence of filing within 8 working hours) or same-day service for \$100 if submitted before 1:00 p.m. Mountain Time.

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 17, 2026:

- [sosbiz.idaho.gov: business](https://sosbiz.idaho.gov/business)
<https://sosbiz.idaho.gov/forms/business>
- [Business Forms - Idaho Secretary of State](https://sos.idaho.gov/business-forms/)
<https://sos.idaho.gov/business-forms/>
- [archive.sos.idaho.gov: LLC Cert Org.pdf](https://archive.sos.idaho.gov/CORP/forms/LLC/LLC%20Cert%20Org.pdf)
<https://archive.sos.idaho.gov/CORP/forms/LLC/LLC%20Cert%20Org.pdf>
- [Section 30-21-214 - Idaho State Legislature](https://legislature.idaho.gov/statutesrules/idstat/Title30/T30CH21/SECT30-21-214)
<https://legislature.idaho.gov/statutesrules/idstat/Title30/T30CH21/SECT30-21-214>
- [Section 30-21-213 - Idaho State Legislature](#)

<https://legislature.idaho.gov/statutesrules/idstat/Title30/T30CH21/SECT30-21-213>

- [Frequently Asked Questions For Business - Idaho Secretary of State](https://sos.idaho.gov/business-resources/business-faq/)
<https://sos.idaho.gov/business-resources/business-faq/>
- [Starting a Business - Idaho Secretary of State](https://sos.idaho.gov/business-resources/)
<https://sos.idaho.gov/business-resources/>
- [Register a Business » Business.Idaho.gov](https://business.idaho.gov/register-a-business/)
<https://business.idaho.gov/register-a-business/>
- [Uniform Commercial Code \(UCC\) Information - Idaho Secretary of State](https://sos.idaho.gov/payment-options/)
<https://sos.idaho.gov/payment-options/>
- [IRS: Get an employer identification number](https://www.irs.gov/ein)
<https://www.irs.gov/ein>

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