

How to Form an LLC in Rhode Island 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

The filing fee is \$150. File your Articles of Organization with the Rhode Island Department of State, Business Services Division at [file online with the Secretary of State](#). Your filing may take between one to three business days to process.

Step 1: Check that your LLC name is available

Search the Rhode Island Department of State's business name records before filing to ensure your desired name is available.

Step 2: Choose a registered agent

You must designate a resident agent who is a Rhode Island resident (or an entity qualified in Rhode Island) with a Rhode Island street address, available there during normal business hours to accept service. An owner who is a Rhode Island resident may serve as their own resident agent. The agent cannot use a PO box, shipping company address, or virtual business address.

Step 3: File your Articles of Organization for a Domestic Limited Liability Company (Form 400)

Submit Form 400 to the Rhode Island Department of State. The filing fee is \$150 whether you file online or by mail. You can file online using the link provided in the Quick answer section.

Step 4: Create an operating agreement

Create an operating agreement to outline ownership percentages, member and manager roles, voting rights, and procedures for when a member leaves the LLC.

Step 5: Get your EIN from the IRS

Get your Employer Identification Number from the IRS at no cost. Visit [get an EIN from the IRS](#) to complete this step.

Step 6: Keep your LLC in good standing

File an Annual Report for a Limited Liability Company (Form 632) with the Department of State each year between February 1 and May 1, starting the calendar year after your LLC registers. The filing fee is \$50. Online filers must also pay an Enhanced Access Online Fee of \$2.50. A \$25 late penalty is applied on June 1, plus an additional \$3.00 to file the late report online.

You must also pay an Annual charge (minimum corporate tax) of \$400 per year to the Rhode Island Division of Taxation. This payment is due with Form RI-1065 or RI-1120S by March 15 each year for calendar-year filers. Every LLC owes this amount even if it has no business or profit, and it is not pro-rated. LLCs taxed as C corporations pay the greater of the 7% corporate income tax or \$400. This charge is separate from the annual report fee paid to the Department of State.

Frequently asked questions

How much does it cost to file the annual report online?

The annual report fee is \$50. Online filers also pay an Enhanced Access Online Fee of \$2.50. A \$25 late penalty is applied on June 1, plus \$3.00 to file the late report online.

When is the annual charge due?

The \$400 annual charge is due by March 15 each year for calendar-year filers. It is paid with Form RI-1065 or RI-1120S to the Rhode Island Division of Taxation.

Can I file my annual report late?

Yes, but a \$25 late penalty is applied on June 1. Filing the late report online costs an additional \$3.00.

Does the annual charge apply to all LLCs?

Yes, every LLC owes at least \$400 a year to the Division of Taxation, even with no business or profit. This is separate from the Department of State annual report fee.

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:

- [business.sos.ri.gov: FormRouter.asp](https://business.sos.ri.gov/FormRouter.asp)
<https://business.sos.ri.gov/corp/LoginSystem/FormRouter.asp?FilingCode=0801093&NewFormation=True>
- [docs.sos.ri.gov: 400-articles-of-organization.pdf](https://docs.sos.ri.gov/documents/BusinessServices/400-articles-of-organization.pdf)
<https://docs.sos.ri.gov/documents/BusinessServices/400-articles-of-organization.pdf>
- [Start Your Rhode Island Business - Rhode Island - Gregg M. Amore](#)

<https://www.sos.ri.gov/divisions/business-services/ri-business/start-your-rhode-island-business>

- docs.sos.ri.gov: LLCArticlesOfOrganizationFilingGuide.pdf

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- [File Your Annual Business Report - Rhode Island - Gregg M. Amore](https://www.sos.ri.gov/divisions/business-services/ri-business/file-your-annual-report)

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- [Costs And Fees - Business Basics - Rhode Island - Gregg M. Amore](https://www.sos.ri.gov/divisions/business-services/business-basics/costs-and-fees)

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- [tax.ri.gov: Notice_2025_01_LLC_filing_requirements.pdf](https://tax.ri.gov/sites/g/files/xkgbur541/files/2025-02/Notice_2025_01_LLC_filing_requirements.pdf)

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- business.sos.ri.gov: accessfee2.asp

<https://business.sos.ri.gov/corp/payment/accessfee2.asp>

- [IRS: Get an employer identification number](https://www.irs.gov/ein)

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