

How to Form an LLC in Utah 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 \$59. You can file your Certificate of Organization with the Utah Department of Commerce, Division of Corporations and Commercial Code at <https://businessregistration.utah.gov/>. Most filings are processed immediately; allow 5 to 7 business days for filings requiring manual review (paper filings uploaded via 'Submit a Paper Filing', filings with attachments, Utah State Tax Commission reviews, or name conflict evaluations).

Step 1: Check that your LLC name is available

Search the agency's business name records before filing.

Step 2: Choose a registered agent

A member may act as a noncommercial registered agent (an individual who serves in Utah as agent for service of process); the online filing lets you add yourself as registered agent. The agent address must be an actual street address (or rural route box number) in Utah, plus a Utah mailing address if different.

Step 3: File your Certificate of Organization (filed online in the Business Registration System)

File your Certificate of Organization online through the Business Registration System. The filing fee is \$59. This state accepts filings online only.

Step 4: Create an operating agreement

Create an operating agreement that covers ownership, roles, voting, and what happens if a member leaves.

Step 5: Get your EIN from the IRS

Get your Employer Identification Number (EIN) from the IRS. The EIN is free from the IRS; link <https://www.irs.gov/ein>.

Step 6: Keep your LLC in good standing

File an Annual Report / Renewal annually. The fee is \$18, which includes a \$5 surcharge for the State's single sign-on portal. It is due during the anniversary month of formation, each year following the year of formation (from Oct 1, 2026: by the last day of the anniversary month, may be filed up to 60 days early). File it online through the Business Registration System. A late renewal fee applies if filed late.

Frequently asked questions

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

The filing fee is \$59. The total state cost to file online is \$59.

How long does it take to process my LLC formation?

Most filings are processed immediately; allow 5 to 7 business days for filings requiring manual review (paper filings uploaded via 'Submit a Paper Filing', filings with attachments, Utah State Tax Commission reviews, or name conflict evaluations).

Can I serve as my own registered agent in Utah?

Yes. A member may act as a noncommercial registered agent (an individual who serves in Utah as agent for service of process); the online filing lets you add yourself as registered agent. The agent address must be an actual street address (or rural route box number) in Utah, plus a Utah mailing address if different.

When is my annual report due?

The Annual Report / Renewal is due during the anniversary month of formation, each year following the year of formation (from Oct 1, 2026: by the last day of the anniversary month, may be filed up to 60 days early).

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:

- businessregistration.utah.gov
<https://businessregistration.utah.gov/>
- [commerce.utah.gov: currentfees.pdf](https://commerce.utah.gov/wp-content/uploads/2023/04/currentfees.pdf)
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- [CORP Home - commerce.utah.gov](https://commerce.utah.gov/corporations/)
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- [CORP Domestic Limited Liability Company - commerce.utah.gov](https://corporations.utah.gov/business-entities/domestic-limited-liability-company/)
<https://corporations.utah.gov/business-entities/domestic-limited-liability-company/>
- [CORP Renewal Process New Template - commerce.utah.gov](https://corporations.utah.gov/renewal-process/)
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<https://www.irs.gov/ein>

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