

# How to Form an LLC in Washington 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 filing fee for a Washington LLC is \$180 through the Washington Secretary of State, Corporations & Charities Division. You can [file online](#) or by mail. An additional online processing fee applies if you file electronically.

## Step 1: Check that your LLC name is available

Search the Washington Secretary of State'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 consent and have a physical street address in Washington. A PO Box or PMB is not allowed. The registered office must be located where the agent is during business hours, and an email address is required. A consent to serve must be signed.

## Step 3: File your Certificate of Formation (Limited Liability Company)

Submit the Certificate of Formation to the Washington Secretary of State, Corporations & Charities Division. The filing fee is \$180 whether you file online or by mail. If you file online, an additional online processing fee applies.

You may add expedited service for an extra \$100 per business entity. This can be done online at checkout or by marking the paper form EXPEDITE. Expedited service is generally processed within three working days. For same-day service, you must visit the front counter before 3:30 p.m. The published \$150 same-day fee is not currently assessed due to system limitations; front-counter same-day requests are charged the expedite fee instead. The office will give 30 days notice before charging \$150.

## 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 from the IRS for free at <https://www.irs.gov/ein>.

## Step 6: Keep your LLC in good standing

File an Initial Report within 120 days of the formation's effective date. This report records the principal office and governors. It is included in the filing fee when filed together with the Certificate of Formation unless you check "Defer Initial Report." If filed separately later, a \$10 fee applies.

File an Annual Report every year by the last day of the month in which the LLC was formed. You may file up to 180 days early. The fee is \$70. Late reports incur a \$25 delinquency fee. Failure to file leads to delinquent status and possible administrative dissolution.

Publication is not required in Washington.

## Frequently asked questions

### How much does it cost to file an LLC in Washington?

The filing fee is \$180. An online processing fee also applies if you file electronically.

### Do I need to publish my LLC formation in a newspaper?

No, there is no newspaper publication requirement in Washington.

### When is the Initial Report due?

The Initial Report is due within 120 days of the formation's effective date. It costs \$10 if filed separately from the Certificate of Formation.

### What happens if I file my Annual Report late?

Late reports incur a \$25 delinquency fee. Failure to file can lead to delinquent status and possible administrative dissolution.

### Can I get same-day processing for my LLC?

Yes, if you visit the front counter before 3:30 p.m. The published \$150 same-day fee is not currently assessed due to system limitations; front-counter same-day requests are charged the \$100 expedite fee instead. The office will give 30 days notice before charging \$150.

**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:

- [Corporations and Charities System](https://ccfs.sos.wa.gov/)  
<https://ccfs.sos.wa.gov/>
- [Start a Domestic \(WA\) Limited Liability Company \(LLC\) Online | WA Secretary of State](https://www.sos.wa.gov/corporations-charities/business-entities/online-filing-instructions/start-domestic-wa-limited-liability-company-llc-online)  
<https://www.sos.wa.gov/corporations-charities/business-entities/online-filing-instructions/start-domestic-wa-limited-liability-company-llc-online>
- [Limited Liability Company \(LLC\) & Professional LLC \(PLLC\) Filing Resource Page | WA Secretary of State](https://www.sos.wa.gov/corporations-charities/business-entities/limited-liability-company-llc-professional-llc-pllc-filing-resource-page)  
<https://www.sos.wa.gov/corporations-charities/business-entities/limited-liability-company-llc-professional-llc-pllc-filing-resource-page>
- [Fee Schedules & Priority Services | WA Secretary of State](https://www.sos.wa.gov/corporations-charities/frequently-asked-questions-faqs/fee-schedules-priority-services)  
<https://www.sos.wa.gov/corporations-charities/frequently-asked-questions-faqs/fee-schedules-priority-services>
- [www.sos.wa.gov: 6.2025 - Certificate of Formation - LLC \(Fillable Form\).pdf](https://www.sos.wa.gov/sites/default/files/2025-12/6.2025%20-%20Certificate%20of%20Formation%20-%20LLC%20%28Fillable%20Form%29.pdf)  
<https://www.sos.wa.gov/sites/default/files/2025-12/6.2025%20-%20Certificate%20of%20Formation%20-%20LLC%20%28Fillable%20Form%29.pdf>
- [Annual Reports | WA Secretary of State](https://www.sos.wa.gov/corporations-charities/business-entities/maintain-business-compliance/annual-reports)  
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- [Registered Agents | WA Secretary of State](https://www.sos.wa.gov/corporations-charities/business-entities/maintain-business-compliance/registered-agents)  
<https://www.sos.wa.gov/corporations-charities/business-entities/maintain-business-compliance/registered-agents>
- [Steps after Registration with the Secretary of State | WA Secretary of State](https://www.sos.wa.gov/corporations-charities/business-entities/start-or-register-business/steps-after-registration-secretary-state)  
<https://www.sos.wa.gov/corporations-charities/business-entities/start-or-register-business/steps-after-registration-secretary-state>
- [Filings, Forms & Information | WA Secretary of State](https://www.sos.wa.gov/corporations-charities/business-entities/filings-forms-information)  
<https://www.sos.wa.gov/corporations-charities/business-entities/filings-forms-information>
- [Apply for a business license | Washington Department of Revenue](https://dor.wa.gov/open-business/apply-business-license)  
<https://dor.wa.gov/open-business/apply-business-license>
- [Processing Guidelines and Procedure | WA Secretary of State](https://www.sos.wa.gov/corporations-charities/processing-guidelines-and-procedure)  
<https://www.sos.wa.gov/corporations-charities/processing-guidelines-and-procedure>
- [IRS: Get an employer identification number](https://www.irs.gov/ein)  
<https://www.irs.gov/ein>

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