



Office of the Secretary of State
Corporations & Charities Division

Limited Liability Company

See attached detailed instructions

- Filing Fee \$180.00
- Filing Fee with Expedited Service \$230.00

This Box For Office Use Only

UBI Number:

CERTIFICATE OF FORMATION

Chapter 23.95 RCW

ARTICLE 1

NAME OF LIMITED LIABILITY COMPANY:

(Must contain one of the following designations: Limited Liability Company, Limited Liability Co or one of these abbreviations: L.L.C. or LLC. If the designation is omitted, it will default to LLC when processed)

ARTICLE 2

ADDRESS OF THE PRINCIPAL OFFICE:

Street Address _____ City _____ State _____ Zip _____

Mailing Address: _____ City _____ State _____ Zip _____

ARTICLE 3

EFFECTIVE DATE OF FORMATION: *(Please check one of the following)*

- Upon filing by the Secretary of State
- Specific Date: _____ *(Specified effective date must be within 90 days AFTER the Certificate of Formation has been filed by the Office of the Secretary of State)*

ARTICLE 4

Duration: *(Please check one of the following and indicate the date if applicable)*

- Perpetual existence
- Specific date of dissolution: _____

INSTRUCTIONS - CERTIFICATE OF FORMATION

Please complete all sections of the Certificate of Formation. **USE DARK INK ONLY.** For an electronic, fillable version of this form, please visit our website at www.sos.wa.gov/corps

Article 1:

Enter the name of the Limited Liability Company (LLC). In accordance with *RCW 23.95* a LLC name must contain the words Limited Liability Company, the words Limited Liability Co., or the abbreviation L.L.C. or LLC. A Limited Liability Company name must be distinguishable upon the records of the Secretary of State from any other formally organized entity registered with the Secretary of State's office, such as corporations, limited liability companies, limited partnerships, and limited liability partnerships. It is advised that you contact the Secretary of State to check for name availability before filing. If the designation is omitted, it will default to LLC when processed.

Article 2:

Enter the address of the Limited Liability Company's principle office.

Article 3:

Choose either upon filing by the Secretary of State or you may indicate an effective date. The effective date can be up to 90 days AFTER filing of the Certificate of Formation by the Office of the Secretary of State.

Article 4:

Perpetual (*i.e. ongoing until dissolved*) or list a specific date of duration.

Article 5:

All Limited Liability Companies must have a registered agent in Washington State. Define whether your registered agent is a Commercial Registered Agent as registered with the Secretary of State or a non-commercial registered agent. The registered agent may be an individual or entity. The agent **must have** a physical address in Washington State where they can be located. If using a Commercial Registered agent, the physical address need not be filled in, otherwise it is required. An alternative mailing address in Washington may be used in addition to the physical address. **The registered agent must print their name and sign the consent to serve as registered agent.**

Article 6:

The Executor is the person(s) forming the Limited Liability Company. Please list the full name and address of each Executor. All Executors **must** sign the Certificate of Formation.

Additional Information:

You may attach any optional provisions to this certificate (*please do not attach operating agreements or minutes, these items are not filed with this office*).

FEES: The filing fee for the Certificate of Formation is \$180.00 If expedited service is requested then include an additional \$50.00 and write "EXPEDITE" on the outside of the envelope. Make the checks or money orders payable to "Secretary of State". **(ALL fees are non-refundable)**

Mail completed forms and payment to:

Secretary of State
Corporation Division
801 Capitol Way S
PO Box 40234
Olympia WA 98504-0234

If you have questions, need assistance, or would like to provide feedback please visit the Corporations Division website at www.sos.wa.gov/corps or call 360-725-0377.