

# ■ Washington State For-Profit Corporation Setup Checklist

- Choose a corporate name (must be unique and include Corp., Inc., Co., or Ltd.).
- Appoint a registered agent in Washington.
- File Articles of Incorporation with the Secretary of State (online: \$200, mail: \$180).
- Create corporate bylaws (not filed with the state, but required internally).
- Hold an organizational meeting (adopt bylaws, appoint officers, issue stock).
- Issue stock certificates and maintain a stock ledger.
- Obtain an EIN (Employer Identification Number) from the IRS.
- Register for Washington State taxes and apply for a business license with the Department of Revenue.
- File your Annual Report each year with the Secretary of State.
- Maintain corporate records (bylaws, minutes, stock ledger) and stay compliant.