



Telephone: 877.767.3453

[OhioSoS.gov](http://OhioSoS.gov) | [business@OhioSoS.gov](mailto:business@OhioSoS.gov)

File online or for more information: [OhioBusinessCentral.gov](http://OhioBusinessCentral.gov)

## Filing Form Cover Letter

Please return the approval certificate to:

Name *(Individual or Business Name)*:

To the Attention of *(if necessary)*:

Address:

City:

State

ZIP Code:

Phone Number:

E-mail Address:

- Check here if you would like to receive important notices via email from the Ohio Secretary of State's office regarding Business Services.
- Check here if you would like to be signed up for our Filing Notification System for the business entity being created or updated by filing this form. This is a free service provided to notify you via email when any document is filed on your business record.

Please make checks or money orders payable to: "Ohio Secretary of State"

Type of Service Being Requested: (PLEASE CHECK **ONE** BOX BELOW)

- Regular Service:** Only the filing fee listed on page one of the form is required and the filing will be processed in approximately 3-7 business days. The processing time may vary based on the volume of filings received by our office.
- Expedite Service 1:** By including an Expedite fee of \$100.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 2 business days after it is received by our office.
- Expedite Service 2:** By including an Expedite fee of \$200.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 1 business day after it is received by our office. **This service is only available to walk-in customers who hand deliver the document to the Client Service Center.**
- Expedite Service 3:** By including an Expedite fee of \$300.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 4 hours after it is received by our office, if received by 1:00 p.m. **This service is only available to walk-in customers who hand deliver the document to the Client Service Center.**
- Preclearance Filing:** A filing form, to be submitted at a later date for processing, may be submitted to be examined for the purpose of advising as to the acceptability of the proposed filing for a fee of \$50.00. The Preclearance will be complete within 1-2 business days.



Toll Free: 877.767.3453
Central Ohio: 614.466.3910
OhioSoS.gov
business@OhioSoS.gov
File online or for more information: OhioBusinessCentral.gov

Mail this form to one of the following:
Regular Filing (non expedite)
P.O. Box 670
Columbus, OH 43216
Expedite Filing (Two business day processing time. Requires an additional \$100.00)
P.O. Box 1390
Columbus, OH 43216

For screen readers, follow instructions located at this path.

Articles of Organization for a Domestic
Limited Liability Company

Filing Fee: \$99
Form Must Be Typed
115-LCA

Name of Limited Liability Company

[Empty text box for company name]

(Name must include one of the following words or abbreviations:
"limited liability company", "limited", "LLC", "L.L.C.", "Ltd.", or "Ltd".)

Optional:

Effective Date (MM/DD/YYYY)

[Empty text box for effective date]

Effective Time

[Empty text box for effective time]

Pursuant to Ohio Revised Code Section 1706.16(D), a limited liability company is formed when the
articles of organization are filed by the secretary of state or at any later date or time specified in the
articles of organization. Pursuant to Ohio Revised Code Section 1706.172(D), articles of organization
delivered to the Ohio Secretary of State for filing may specify an effective time and a delayed effective
date of not more than ninety days following the date of receipt by the Secretary of State. Articles of
organization are effective as provided in Ohio Revised Code Section 1706.172(D).

Optional:

Purpose

[Large empty text box for purpose]

## Original Appointment of Statutory Agent

The undersigned authorized member(s), manager(s) or representative(s) of

(Name of Limited Liability Company)

hereby appoint the following to be Statutory Agent upon whom any process, notice or demand required or permitted by statute to be served upon the limited liability company may be served. The complete address of the agent is:

(Name of Statutory Agent)

(Mailing Address)

(Mailing City)

(Mailing State)

(Mailing ZIP Code)

## Acceptance of Appointment

The Undersigned, , named herein as the  
(Name of Statutory Agent)

Statutory agent for   
(Name of Limited Liability Company)

hereby acknowledges and accepts the appointment of statutory agent for said limited liability company.

Statutory Agent Signature   
(Individual Agent's Signature / Signature on Behalf of Business Serving as Agent)

**If applicable, attach a statement as provided in division (B)(3) of section 1706.761 of the Ohio Revised Code to state that the LLC may have one or more series of assets subject to limitations.**

**By signing and submitting this form to the Ohio Secretary of State, the undersigned hereby certifies that he or she has the requisite authority to execute this document.**

**Required**

Articles of Organization shall be signed by at least one person.

If the person is an individual, then he or she must sign on the "signature" line and print his or her name in the "Print Name" Box.

If the person is a business entity, please print the name of the entity in the "Signature" box and an authorized representative of the business must sign in the "By" box and print his or her name and title or authority in the "Print Name Box."

Signature

By (if applicable)

Print Name

Signature

By (if applicable)

Print Name

Signature

By (if applicable)

Print Name

# Instructions for Articles of Organization for a Domestic Limited Liability Company

This form should be used if you wish to file articles of organization for a domestic (Ohio) limited liability company.

## **Name of Limited Liability Company**

The name of the limited liability company must be provided. Pursuant to Ohio Revised Code section 1706.07 the name must contain one of the following: "limited liability company", "L.L.C.", "LLC", "limited", "Ltd.", or "ltd". Further, the name must be distinguishable on the records of the secretary of state from the name of other business entities.

## **Effective Date and Effective Time (Optional)**

Pursuant to Ohio Revised Code Section 1706.16(D), a limited liability company is formed when the articles of organization are filed by the secretary of state or at any later date or time specified in the articles of organization. Pursuant to Ohio Revised Code Section 1706.172(D), articles of organization delivered to the Ohio Secretary of State for filing may specify an effective time and a delayed effective date of not more than ninety days following the date of receipt by the Secretary of State. Articles of organization are effective as provided in Ohio Revised Code Section 1706.172(D).

## **Purpose Clause (Optional)**

A purpose clause may be provided but is not required. A limited liability company may carry on any lawful activity, whether or not for profit.

## **Original Appointment of Statutory Agent and Acceptance of Appointment**

Pursuant to Ohio Revised Code section 1706.09, an Ohio limited liability company must appoint a statutory agent to accept service of process on behalf of the company. The statutory agent must be one of the following: (1) A natural person who is a resident of this state; or (2) a domestic or foreign corporation, nonprofit corporation, limited liability company, partnership, limited partnership, limited liability partnership, limited partnership association, professional association, business trust or unincorporated nonprofit association that has a business address in Ohio. If the agent is an entity other than a domestic corporation, the agent shall meet the requirements of Title XVII of the Revised Code for an entity of the agent's type to transact business in Ohio. A written acceptance of the appointment is required.

## **Additional Provisions**

If applicable, attach a statement as provided in division (B)(3) of section 1706.761 of the Ohio Revised Code to state that the LLC may have one or more series of assets subject to limitations. Also, if applicable, attach a statement setting forth any other matters the organizers or the members determine to include in the articles of organization. Additional provisions must be attached on a single-sided, 8 ½ by 11 sheet (s) of paper.

**Signature(s) - Required**

After completing all required information on the filing form, please make sure that page 4 is signed by at least one person.

If the person is an individual, then he or she must sign on the “signature” line and print his or her name in the “Print Name” Box.

If the person is a business entity, please print the name of the entity in the “Signature” box and an authorized representative of the business must sign in the “By” box and print his or her name and title or authority in the “Print Name Box.”

A typed name signifies an “intent to sign” which is acceptable.

**Note**

Our office cannot file or record a document which contains a Social Security number or tax identification number. Please do not enter this information in any format on this form.