

## How to Create Your 'S' Corp

This is a quick guide to help prospective Opolis Members create their own business entity, using Washington state as an example.

Note: the following information does not serve as legal advice. Please seek counsel from an attorney or CPA to make the best decision for your business and its goals.

### Step 1: Forming an Entity with the State

The first step to creating an LLC is to file a simple registration with the State's Secretary of State's office.

In Washington, you can file an LLC formation document for a \$200 filing fee [online](#). It's a simple web form that collects information such as LLC name, address, and member/manager information.

**\*\*Note:** Every entity needs to have a registered agent. If you are forming an entity in the state in which you live, you can serve as your own registered agent. If you choose this, your address will be made public and you will be responsible for filing annual reports and fees.

Once the LLC formation document is filed with the state, you should reach out to a legal resource such as LegalZoom to get a standard single-member LLC operating agreement. You'll want to sign that agreement and store it in a safe location.

### Step 2: File for an EIN Number

After you file your LLC, go to the IRS website and file for an EIN for your new entity. Access this simple form [here](#).

**\*\*Note:** Make sure to file as an LLC and note that you will have one (1) employee in the next year. Also, make sure to obtain an electronic EIN letter in lieu of waiting four (4) weeks for the paper version.

### Step 3: File an S-Corp Election

The final step is to print out and file via fax or mail the S-Corp election form that allows your LLC to be an S-Corp. This is an important step that allows your business entity to hire you as an employee and it is a necessary step for joining Opolis.

The S-Corp election form is [available here](#)

**\*\*NOTE:** Even though the IRS states that they will accept an electronic signature, you need a "wet" signature (i.e. sign with a pen). So please print the form, sign it, and then fax or mail the signed document to the IRS.

### Resources:

There are several platforms or services that handle all of these steps for a fee. We recommend:

1. [LegalZoom](#)
2. [IncFile.com](#)
3. [ZenBusiness](#)

All of these resources can handle the LLC creation and S-Corp election process. Please check that all of the steps listed above are included in any purchased service.

**Have any questions?**

Please reach out to us at [membership@opolis.co](mailto:membership@opolis.co)