

## ARTICLES OF ORGANIZATION

The undersigned, with the intention of creating a Maryland Limited Liability Company files the following Articles of Organization:

(1) The name of the Limited Liability Company is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(2) The purpose for which the Limited Liability Company is filed is as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(3) The address of the Limited Liability Company in Maryland is \_\_\_\_\_  
\_\_\_\_\_.

(4) The resident agent of the Limited Liability Company in Maryland is \_\_\_\_\_  
\_\_\_\_\_  
whose address is \_\_\_\_\_  
\_\_\_\_\_.

(5) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(6) \_\_\_\_\_  
Resident Agent

\_\_\_\_\_  
Signature(s) of Authorized Person(s)

**Filing party's return address:**

(7) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## INSTRUCTIONS FOR DRAFTING A LIMITED LIABILITY COMPANY

To create a Maryland Limited Liability Company (LLC) an originally executed **Articles of Organization** must be submitted to:

Department of Assessments and Taxation  
301 W. Preston Street  
Baltimore, MD 21201-2392

**(1)** Insert the name here. The name must not be misleadingly similar to that of another LLC, Corporation, Trade Name, Limited Partnership or Limited Liability Partnership on file with the Department and the name of the LLC must include one of the following:

- a. Limited Liability Company
- b. L.L.C.
- c. LLC
- d. L.C.
- e. L C

**(2)** Insert the purpose of the LLC. A one or two sentence description of the business is sufficient.

**(3)** Insert the address of the LLC. The address must be in Maryland and **cannot be a P.O. box**.

**(4)** Insert the name and address (**cannot be a P.O. box**) of the resident agent. A resident agent is another entity or individual designated to accept service of process for the LLC. The resident agent can be any Maryland citizen who is over eighteen, a Maryland corporation or a Maryland LLC. This person must also sign the document.

**(5)** Execution - must be signed by any adult individual authorized by the persons forming the LLC.

**(6)** The resident agent must sign here.

**(7)** Insert the return address for any correspondence regarding this filing.

**NOTE:** This list is the mandatory provisions. Any provision the parties decide is relevant may be added to the Articles of Organization. Documents must be **typed** or **printed**. No handwritten documents will be accepted.

### **FEES:**

- (1)** Certificate of Organization \$100.00
- (2)** Certified Copy of document above \$20.00 + \$1.00 page
- (3)** Certificate of Status at time of filing \$20.00

**Where and how do I file my documents?** All documents must be submitted to:

State Department of Assessments and Taxation  
Charter Division  
301 W. Preston Street; 8th Floor  
Baltimore, MD 21201-2395

**How long will it take to process my documents?**

Regular document processing time can be 8 weeks or more.

Expedited processing request will be handled within 7 business days. The expedited service fee is an additional \$50.00 for each document; other fees may also apply.

Fax completed forms with Mastercard or Visa credit card payment information to 410-333-7097. Fax request will be charged the additional expedited service fee. For your convenience a copy of the Charter fax cover sheet is attached.

Documents hand-delivered in limited quantities receive same day expedited service between 8:30 am and 4:30 pm, Monday through Friday.

Mail completed forms to with the appropriate filing fees:

State Department of Assessments and Taxation  
Charter Division, 301 W. Preston Street; 8th Floor  
Baltimore, MD 21201-2395

All checks must be made out to State Department of Assessments and Taxation.

A schedule of filing fees is available online at <http://www.dat.state.md.us/sdatweb/fees.html>

**Notice regarding annual documents to be filed with the Department of Assessments & Taxation:**

All domestic and foreign legal entities must submit a Personal Property Return to the Department. Failure to file a Personal Property Return will result in forfeiture of your right to conduct business in Maryland. Copies of the return are available on the SDAT website. The returns are due April 15th of each year.

**NOTE:** Due to the fact that the laws governing the formation and operation of business entities and the effectiveness of a UCC Financing Statement involves more than filing documents with our office, we suggest you consult an attorney, accountant or other professional. State Department of Assessments & Taxation staff can not offer business counseling or legal advice.