

Steps to File an LLC Online (In Worcester)

1. Decide on a business name and check it against the Corporations Division list on the SEC website: <https://corp.sec.state.ma.us/corpweb/CorpSearch/CorpSearch.aspx>
 - a. Be mindful of the difference between Inc, LLC, etc... if you want your name to be **ABC, Inc**, and it's available; but someone else has **ABC, LLC**, then you should pick a different name in order to avoid potential lawsuits.
2. Now check against the trademark database: <http://tess2.uspto.gov/>
 - a. Click "Search our trademark database (TESS)"
 - b. Select "Basic Word Mark Search (New User)"
 - c. Search your company name, without the entity suffix (LLC, LP, Inc., etc.)
3. File a Certificate of Organization:
<https://corp.sec.state.ma.us/corpweb/loginsystem/externallogin.aspx>
 - a. Find "If you are forming a new entity, click here." and click the link
 - b. Under Domestic Limited Liability Company (LLC), click the "Certificate of Organization" link
 - c. Fill in the name of your company.
 - d. For the address, you may use WorLab, if allowed.
 - i. [44 Portland St](#)
[Floor 4](#)
[Worcester](#)
[MA 01608](#)
 - e. Fill your name and any cofounders in section 6, 7 and 8.
 - f. There is a fee of \$500 associated with filing an LLC, this can be paid online or by mail.
4. Steps 5 and 6 depend on whether you need them! Otherwise, that's it! Wait for approval of your LLC and once it's been approved you can start doing business.
5. If you need a special license or permit for Worcester:
<https://www.worcesterma.gov/inspections/permits-licensing>
 - a. You may need to call some different departments to determine what your product/service requires, but you can find those resources on the site.
6. If you're going to use a different name for doing business in Worcester, for example (Filed as ABC in the state, DBA ABC Worcester in the City of Worcester):
 - a. File for a DBA with the City of Worcester:
 - iii: ~~Complete a Business Certificate Form~~
Be sure to fill out the LLC form (there's two).
 - ii: ~~Have the form notarized~~
 - iv: Visit the City Clerk's office Monday through Friday 9am to 4pm to file (There is a \$62 fee).