



How to Create a Wyoming Company

1. **Choose an Entity Type:**

It's important to consider what type of business entity (such as LLC, Corporation, Sole Proprietorship) you would like to form. For some of the **pros and cons of each entity type**, see the [The Choice is Yours](#) on our website. Once you decide or if you need help deciding, you may want to consult a legal advisor.

2. **Choose a Company Name:**

Choose a name and then [search](#) to see if it is available. For more information on names and name availability, see [How to Choose a Company Name](#). There are **entity-specific name requirements**, such as: a limited liability company name must contain a form of "LLC".

3. **Find a Registered Agent:**

All business entities filed in Wyoming must have a registered agent to accept service of process. You as an individual might qualify to be the registered agent for your company. See [How to Find \(or Become\) a Registered Agent](#) for more information.

4. **Complete the Correct Form or File Online:**

Profit and **Nonprofit** Corporations and **Limited Liability Companies** have the option to **file** online <https://wyobiz.wy.gov/Business/RegistrationInstr.aspx>. Forms for paper filing can be found on our website <http://soswy.state.wy.us/Forms/default.aspx>, select "**Business**," the desired entity type, and "**Wyoming Entities**."

5. **Filing Fees:**

- The filing fee for most entities is \$100.00; Nonprofit Corporations are \$25.00.
- **Paper Filings:** Check or money order payable to: Wyoming Secretary of State
- **Online Filings:** Visa or MasterCard credit cards and Visa or MasterCard authorized debit cards are accepted. A \$2.00 convenience fee will be added to the filing fee.

6. **Processing Time:**

- **Paper Filings:** Documents are processed in the order in which they were received, typically taking about 3-5 business days. Paper filings cannot be expedited.
- **Online Filings:** Company is active as soon as the online filing process is completed.

7. **Filing Confirmation:**

- **Paper Filings:** If you include an e-mail address on the form we will send an e-mail with a copy, a certificate, and a receipt. (If you send an extra paper copy, we will mail it back.)
- **Online Filings:** Articles, certificate and, receipt are available to download after payment.

8. **Maintaining Your Entity:**

- **Annual reports are due every year** on the first day of the month in which the company was filed. The report will ask for updated mailing and contact information, and may also ask for the value of the assets located in Wyoming and/or Officer/Director information.

Additional Contact Information

- [Wyoming Business Council](#) (Licensing and Permitting Questions, Small Business Assistance)
Ph. 307.777.2843 or: info.wbc@wyo.gov
- [Department of Workforce Services](#) (Workers' Compensation and Unemployment Insurance)
Ph. 307.777.8650
- [Internal Revenue Service](#) (Tax ID / EIN)



How to Choose a Company Name

Words and Characters that are NOT considered Distinguishable:

"Company" Words or Abbreviations	Singular vs. Plural, Possessives	Punctuation, Special Characters, and Other Words
Company or Co.	Property vs. Properties	The
Corporation or Corp.	Goose vs. Geese	A
Limited Liability Company, Ltd Liability Co., LC, or LLC	Child vs. Children	And or &
Limited Partnership or LP	Cactus vs. Cacti	All punctuation is non-distinguishable.
Incorporated or Inc.	John vs. John's	Spacing: Wildwood vs. Wild Wood
Limited or Ltd.	<u>Search ALL singular/plural variations.</u>	Special Characters: Paper filings only, non-distinguishable
Statutory Trust		

To see if a name is available:

[Search](#) and compare only the **distinguishable words and characters** in the name you have in mind:

XYZ Inc. **X Y Z Corporation** **XYZ LLC** **¡XYZ! LLC**
X's YZ LLC **X-Y-Z Limited Liability Company**
XY and Z Limited Partnership **The XYZ Company Ltd.**
X. Y. & Z. LLC **XYZ Limited Liability Company**
XYZ's Co. **XYZ³ LLC** **XYZ\$Corp**

In each of these names we are left with only "X Y Z" to compare.

Filing Name

XYZ

Starts With Contains

XYZ, LLC - 2012-000622964 (LLC) Status: Active

Standing - Tax: Good Standing - RA: Good

None of the names above are available.

(Note that this company status is "Active." For "Inactive" companies, the name becomes available two years after the Inactive Date, which shows up if you click on the result. A name designated "(Old Name)" is no longer held for that company.)



How to Choose a Company Name

To make a name distinguishable:

Add at least one distinguishable character such as a numeral, a distinguishable letter, or an additional word:

XYZ **2** LLC

W**XYZ** LLC

XYZ **Ranch** LLC

Numerals, Roman Numerals, and number words **are considered distinguishable** from one another:

XYZ **3** LLC

XYZ **III** LLC

XYZ **Three** LLC

Name Requirements for Different Entity Types:

Many entity types have specific requirements for the entity name, such as: a **limited liability company** name must contain a form of "LLC"; a **corporation** name may contain "Inc." but is not required to, etc.

Please check the appropriate [form](#) for your entity type for details.

Words that Require Additional Review:

(Names containing these words may not be filed online; originally signed forms must be mailed to our office. Filing may be delayed due to the approval process.)

Department of Education Approval Required	Division of Banking Approval Required	Secretary of State Additional Review
Academy	Bank	Company names beginning with the letter A followed by a space or punctuation.
College	Banker	Company names containing special characters.
Educate	Banc	
Education	Bancorp	
Educational	Bancorporation	
Institute	Banque	
Institution	Banquers	
School	Banco	
University	Banca	
	Trust	
Words of similar import in any language.		



How to Find or Become a Registered Agent

Does my company need a registered agent?

- **All business entities** filed in Wyoming shall have and continuously maintain in this state a registered agent to accept service of process. Failure to maintain a registered agent results in the dissolution or revocation of the business entity.

Who can be a registered agent?

- The registered agent may be **an individual** resident in Wyoming **or** a **business entity** (foreign or domestic) authorized to transact business in Wyoming. The registered agent must have a **physical address in Wyoming**, which is not a post office box or a drop box.
- **An individual** may serve as the registered agent for a business entity if they: **are at least 18 years of age, reside in Wyoming**, and have a **physical Wyoming address**, which is not a post office box or a drop box.
- A form called **Consent to Appointment by Registered Agent** must be originally signed by the registered agent and must accompany new entity filings. (If filing online, the filer will be asked to certify that they have received a similar written consent and must keep it for future reference.)

What does a registered agent do?

- If the business is sued, the **legal documents are served to the agent**.
- Registered agents are **required to keep certain information** about the companies they represent on site at the physical Wyoming address. Information includes: **“Key Individuals”** (name and address of directors, officers, limited liability company managers or members, or anyone else in a similar capacity) and a **“Communications Contact”** (The name, address, and business phone number of a natural person who is authorized to receive communications from the registered agent and is not an employee of the registered agent) This information is provided to law enforcement or upon request by the Secretary of State’s Office.

How do I find a registered agent?

- If you do not qualify to be the registered agent for your company, a [roster of Wyoming Commercial Registered Agents](#) is provided on our website at:
(Please note that this list is provided as a service to aid prospective business entities in finding a registered agent. It is not a comprehensive list. Some agents do not want their information to be public. This is neither an advertisement nor public endorsement of any agent appearing on this list. It is the business entity’s responsibility to research agents before contracting with one.)

How do I change my registered agent?

- A business entity may change its registered agent from one company or individual to another using the [Statement of Change by Business Entity](#) form, which must be originally signed and mailed to our office.