

Close my LLC: one-page checklist

From formationlane.com/guides/dissolve-cancel-llc/ · fees checked 12 October 2026 on the official state pages.

✓	Step	Document	Agency	Cost
☐	1. Members vote to close	Written consent or minutes, per the operating agreement	Internal	\$0
☐	2. Catch up overdue state reports	Annual report / franchise tax report	Secretary of State or state tax agency	FL \$138.75 (\$538.75 after May 1)
☐	3. Notify creditors, pay debts, finish contracts	Written notices; payoff records	Internal	Varies
☐	4. Texas only: tax clearance	Certificate of account status for termination (Form 05-305)	Texas Comptroller	—
☐	5. File the state closing form	FL Articles of Dissolution · TX Certificate of Termination (Form 651)	FL Division of Corporations · TX Secretary of State	FL \$25 · TX \$40
☐	6. File final federal return	Schedule C, Form 1065, or Form 1120/1120-S (check “final return”)	IRS	—
☐	7. Final payroll and contractor forms	Final 941/944, 940, W-2s; 1099-NEC	IRS	—
☐	8. Close state tax accounts and local licenses	Sales tax, payroll tax, business licenses	State and local agencies	—
☐	9. Distribute what is left	Creditors first, then members per the agreement	Internal	—
☐	10. Close the IRS business account	Letter with legal name, EIN, address, reason	IRS, Cincinnati, OH 45999	\$0
☐	11. Close bank accounts and keep records	Final statements; tax and payroll records	Bank; internal	—