US LLC Setup Checklist for Foreign Amazon Sellers

Tick each step as you set up and run a US LLC for an Amazon.com business. Based on IRS, FinCEN, USPTO, state and Amazon pages as of November 2026; general information, not legal or tax advice.

Company name _____ **Formation state** _____

EIN _____ **Owner** _____

Adviser _____ **Date** _____

Before you form

- ☐ Decided whether the business needs a US company (bank, warehouse, importer, insurance)
- ☐ Checked whether Amazon's Currency Converter for Sellers covers your payouts instead
- ☐ Named who will act as importer of record for each shipment
- ☐ Asked a US tax adviser or attorney to review the plan

Forming the LLC

- ☐ Formation state compared with the states where the LLC will do business
- ☐ Registered agent named, with a street address in that state
- ☐ LLC name checked as free on the formation state's records
- ☐ Name reserved, where the state offers it, if you need time before filing
- ☐ Brand name searched in the USPTO trademark database
- ☐ Single-member or multi-member structure decided with your adviser
- ☐ States where the LLC has warehouse stock, staff or contracts listed in Notes
- ☐ Asked your attorney whether each other state needs its own registration
- ☐ Annual report and state tax checked for the formation state and each state of business
- ☐ Formed or registered in California: agent is a California resident or a 1505 corporate agent

EIN and federal filings

- ☐ Form SS-4 completed, with the person who owns or controls the LLC as responsible party
- ☐ Line 7b: "foreign" or N/A if the responsible party has no SSN or ITIN and cannot get one
- ☐ Line 9a (single-member LLC): Other ticked, foreign-owned disregarded entity wording
- ☐ EIN requested by phone, fax or mail (online is for US-based businesses)
- ☐ Formation costs, owner contributions and distributions logged through the year
- ☐ Single-member LLC: pro forma Form 1120 with Form 5472 sent by fax or mail yearly
- ☐ Permanent books and records kept for the LLC
- ☐ Single-member LLC: W-8BEN (individual) or W-8BEN-E (foreign parent) signed by the owner
- ☐ FinCEN BOI page checked if a non-US company registers in a US state

Bank, payments and Amazon account

- ☐ LLC's exact legal name used on the EIN application, Amazon account and policy
- ☐ Government-issued ID and proof of residential address from the last 180 days ready
- ☐ Internationally chargeable credit card ready
- ☐ Bank account and routing number for Amazon payouts added
- ☐ Business registration papers and tax information ready
- ☐ Registered business address and phone number entered
- ☐ Identity verification completed in Seller Central

Sales tax

- ☐ States with marketplace facilitator laws noted for Amazon orders
- ☐ Sales outside Amazon (own website, other channels) listed by state
- ☐ Each state where inventory is stored asked about registration
- ☐ California: record kept showing the facilitator is registered, permit checked on CDTFA's lookup

Insurance and certificates

- ☐ US LLC set as the named insured on the product liability policy
- ☐ Insured name matches the legal entity name in Account Info
- ☐ Amazon.com Services LLC and its affiliates and assignees added as additional insureds
- ☐ Certificate of insurance checked against Account Info and uploaded
- ☐ Mainland China seller with no US company: Amazon Insurance Accelerator route noted
- ☐ Formation papers, EIN, product list and Amazon.com sales ready for a quote

Notes