

## LLC Formation Questionnaire

### Minimal Information needed for formation (may vary between states)

Name of the LLC (must end in Limited Liability Company, LLC, or L.L.C.):

\_\_\_\_\_

Business Address of the LLC:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What State would you like the LLC be formed in?

\_\_\_\_\_

The limited liability company will be managed by (please check one):

- One manager
- More than one manager
- All limited liability company member(s)

Who will be the agent for service of process (within the state of formation)? If you do not have an agent for service of process, we can help you obtain one (additional fees may apply): Check this box if you would like us to obtain one:

Name

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Additional Information (needed for operating agreement)

Number of Members

\_\_\_\_\_

Names of Members

\_\_\_\_\_

Managing member?    Yes    No

\_\_\_\_\_

Managing member?    Yes    No

\_\_\_\_\_ Managing member? Yes No  
\_\_\_\_\_ Managing member? Yes No

How would you like the LLC to be taxed? Please circle one:

Corporation      or      Partnership

Would you like us to obtain your Federal Tax ID number (EIN)? If yes, we will require additional information.

Yes                      No

What will be the purpose/type of business of the LLC be?

\_\_\_\_\_

What members will own what percentages of the LLC?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like limitations on ownership transfers or other special terms? If so, please describe

Examples:

- You do not want your partner to be able to sell more than 50% of their interest without your consent.
- If your partner wants out you must first be given the option to buy out their interest in the LLC.

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