

Basic Information Needed to Form LLC

1. List name of LLC - need at least two (2) options in order of priority.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
2. What is the purpose of the Company? (“to engage in the business of _____.”)
3. What will be the address of the registered office of the Company? (Need a **physical** address and the name of the person who will be the registered agent) _____
4. Will the Company be managed by a Manager or managed by its Members/owners?

5. Address of the place where the Company will hold its initial meeting: _____
6. Who will be the officers of the Company (you need to have at least a President and Secretary; one person can serve in all of the offices)? President: _____
Vice President: _____ Secretary: _____
Treasurer: _____
7. Who will be the Members/owners? (list names and addresses): _____
8. What will be the Members’ ownership interest (will Mr. X own 40% and Mr. Y own 60%)?

9. Will the Company be hiring employees? _____
If so, what is the highest number of employees you expect to have in the next twelve (12) months?

What is the first date that wages were paid or will be paid to employees, if any? _____
10. What is the Social Security number of the person who will be the President of the Company?

11. Will you be doing business under a dba/assumed name (a name other than your LLC name)? If so, what name? _____
12. Who is your CPA? _____