



ESTES LAW OFFICE, P.L.L.C.

Frisco Office (Principal Office)
6160 Warren Parkway
Suite 100
Frisco, Texas 75034
Phone: (972) 418-2919
Facsimile: (903) 487-2277

Jacob C. Estes
jake@esteslawoffice.com

McKinney Office
Summit Park
2150 S. Central Expressway - Suite 200
McKinney, Texas 75070
Phone: (469) 772-6268
Facsimile: (903) 487-2277

www.esteslawoffice.com

LLC FORMATION PACKAGE

When we form your limited liability company with the Texas Secretary of State, your flat fee will include the preparation of the following:

1. Name availability search with the Texas Secretary of State (to confirm that the preferred name of your LLC is available);
2. Certificate of Formation (eFiled with the Texas Secretary of State);
3. Minutes of the Organizational Meeting of the Managers;
4. Company Agreement;
5. Assumed Name Certificate (if necessary);
6. Memo for signature lines for bank accounts/contracts;
7. Obtain EIN from Internal Revenue Service.

The Texas Secretary of State's filing fee is \$300.00. We will also order a personalized LLC Minute Book to store your corporate documents and will also include your personalized membership certificates. Once your LLC is formed, you will need to decide how your LLC will be taxed. The election must be made no more than two months and 15 days after the beginning of the tax year when the election is to go into effect. It is highly recommended that you consult with a CPA so that you can choose the tax structure that will be most advantageous to you. If you do not make an election, if you are a single-member LLC, will be taxed as a "disregarded entity" and will be taxed as a sole proprietorship. If you are a multi-member LLC, you will be taxed as a partnership. However, other tax options are to be taxed as an S-Corp. or a C-Corp. Since I am not a CPA, I will not be advising you with regard to which tax strategy to use.