

## 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? \_\_\_\_\_