

Informational Checklist for: Limited Liability Company

1. The name of the limited liability company:
2. Type of business to be conducted:
3. The address of the registered office:
4. The name of the agent for service of process:
5. Management of the limited liability company is vested in a manager(s) or members:
6. The name and address of the manager(s), if any, are:
7. The name and address of the members of the limited liability company are:
8. Contribution of each member (cash/property):

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9. Name of accountant:

Phone number:

Will accountant get tax number for LLC:

10. To apply for a tax number for the LLC:

Member/manager (contact person) who will sign application:

SS# of member/manager who will sign application:

Highest number of employees expected in the business, if any:

Date first wages will be paid:

11. Procure IRS Form SS-4 or apply for tax number on-line at:

[http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)