

## **LLC Intake Form**

Your Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

### **1. What do you want the name of your LLC to be?**

First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

Third Choice \_\_\_\_\_

### **2. What will be the LLC's address?** (i.e. the place where all of the corporate records will be kept) This can be a private mailbox, but not a US Post Office Box or PO BOX.

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

### **3. Who will be the LLC's Registered Agent?** A Registered Agent is an individual/entity who is an agent for service of process on the LLC. This is whom papers would be served upon if there is a lawsuit. If you are not sure, we can act as the LLC's Registered Agent for an additional fee of \$250 / year which includes completing the annual updates with the state and serving as the registered agent.

Name \_\_\_\_\_

### **4. Address of the registered agent.** You can use the same address as the LLC's address.

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**5. What are the goals of the LLC?**

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**6. Do you want to be taxed as an “S” Corporation or Partnership?**

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**7. Who are going to be the LLC’s Members (owners)?** Members can be individuals or entities like a corporation or another LLC.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
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City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**8. Based on the number of Member’s, how do you want to divide each Member’s ownership share in the LLC?**

Name \_\_\_\_\_ Percentage \_\_\_\_\_

Name \_\_\_\_\_ Percentage \_\_\_\_\_

Name \_\_\_\_\_ Percentage \_\_\_\_\_

Name \_\_\_\_\_ Percentage \_\_\_\_\_

**9. What will each Member contribute to the LLC?** (property, money, services)

Name \_\_\_\_\_ Contribution \_\_\_\_\_

Name \_\_\_\_\_ Contribution \_\_\_\_\_

Name \_\_\_\_\_ Contribution \_\_\_\_\_

Name \_\_\_\_\_ Contribution \_\_\_\_\_

**10. Do you want the LLC to be Member-Managed or Manager-Managed?** Generally more flexibility is available if the entity is Manager Managed.

\_\_\_\_\_ Manager Managed

\_\_\_\_\_ Member Managed