

# LLC CHECKLIST

## 1. NAME OF BUSINESS

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Street Address) (City) (State) (Zip)

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## 2. NAME OF REGISTERED AGENT

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Street Address) (City) (State) (Zip)

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## 3. CERTIFICATE OF INCORPORATION MATERIAL

COMPANY NAME: Same information as above? YES  NO  (If NO, attach explanation note.)

REGISTERED AGENT: Same information as above? YES  NO  (If NO, attach explanation note.)

COMPANY PURPOSE: \_\_\_\_\_

### DURATION OF ORGANIZATION:

EFFECTIVE DATE ORGANIZATION STARTED: \_\_\_\_\_

EFFECTIVE DATE ORGANIZATION ENDED: \_\_\_\_\_

(Leave End Date Blank If Organization Is Perpetual.)

### MANAGEMENT OF ORGANIZATION: Who is going to manage the company?

MEMBERS OF THE ORGANIZATION  (Member Managed)

NON-MEMBERS OUTSIDE COMPANY  (Manager Managed)

## 4. OWNERS OF THE LLC ORGANIZATION

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ PERCENTAGE OF OWNERSHIP: \_\_\_\_\_%

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ PERCENTAGE OF OWNERSHIP: \_\_\_\_\_%

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ PERCENTAGE OF OWNERSHIP: \_\_\_\_\_%

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ PERCENTAGE OF OWNERSHIP: \_\_\_\_\_%

ADDITIONAL OWNERS AND MEMBERS: SEE ATTACHED YES  NO

## 5 OPERATING AGREEMENT

When you are forming an LLC, the **OPERATING AGREEMENT** should be a sample so you can draft the document to meet the needs of your company.

Operating Agreement Completed? YES  NO

## 6 STATE AND FEDERAL FILINGS

**A. FILING WITH STATE** In order to activate your organization, you may need to file with the State in which you reside, and pay a fee for the service. Usually this is with the Secretary of State's Office. Check with your local attorney to do this correctly.

Completed YES  NO

**B. TAX ID WITH IRS** Once you form your organization, you will want to go to the IRS to get an Employee Identification Number (EIN) so that your new organization can be treated as an independent entity, and separate from yourself, in the eyes of the Federal Government. This will help with hiring employees and opening bank accounts for the organization. *More Info:* <https://sa.www4.irs.gov/modiein/individual/index.jsp>

Completed YES  NO

**C. STATE TAX ID** Once you create your organization and have applied for an EIN number with the IRS, you will need to apply for a Tax ID within the state that your organization originated. This is separate from the Federal Government Tax ID. *More Info:* <https://www.sba.gov/business-guide/launch-your-business/get-federal-state-tax-id-numbers#:~:text=Apply%20for%20an%20EIN%20with,becomes%20available%20immediately%20upon%20verification>

Completed YES  NO

**D. BENEFICIAL OWNER INFORMATION** You will need to file with the Financial Crimes Enforcement Network (FinCEN), a division of the U.S. Treasury, to provide information regarding your organization about any members who have 25% or more interest in the company or who are a decision maker such as, chief officers. Please review the Federal Agency Site as this is required. *More Info:* <https://www.fincen.gov/boi>

Completed YES  NO

**E. Other filing requirements may be needed depending on your individual situation and changes to federal government requirements. Please contact your local Attorney for assistance.**

## 7. DEFINITIONS

**A. L.L.C.** The abbreviation for Limited Liability Company, a legal document that expresses a person's wishes for how they want the executor of their estate to distribute property after their death.

**B. REGISTERED AGENT.** A person or an organization serving as the 'point person' in the state for the creation of a new entity. This person or organization will also be responsible for any legal correspondence after the organization is formed such as, service of process in the state in which the organization exists.

**C. MEMBER.** An individual who has contributed to the financial foundation of the organization, which the members created in the same state. This individual will also receive the legal protection of the organization and, at the same time, receive the tax benefits of the organization as a pass through.

**D. MANAGER.** A person who serves as a manager and representative of the organization, having the power to sign contracts, open bank accounts, hire individuals, and manage miscellaneous assignments.

**E. FIDUCIARY.** A person who holds legal relationship of trust with the organization to prudently take care of finances or other property for the proper distribution and accuracy of accounting.