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Questionnaire For LLC Formation

1. **Client Name(s):** _____
2. **Date of Appointment with attorney:** _____
3. **Proposed Name of the LLC:** _____
4. **Duration of the LLC:**
 - a. Perpetual? Yes / No
 - i. If not, when will the LLC be dissolved? _____
5. **Purpose of the LLC (please describe fully what this company will be in the business to do:**

6. **Physical Address for the Principal Place of Business**

7. **Mailing Address for the Principal Place of Business (if Different)**

8. Name and Address of Registered Agent for Service of Process

9. Initial Members. Please Provide a Comprehensive List of the Names and Addresses for all Owners &/or Members of the LLC, their percentage of Ownership Interest, and their amount of capital contribution. Please Attach a Separate Sheet if Needed.

10. Management: Please Provide a Comprehensive List of the Names, Titles (if any), and Addresses for all Managers of the LLC. Please Attach a Separate Sheet if Needed.

11. Management Powers: (Optional) Please provide a job description of the powers of each Manager. (please list each a separate sheet).

12. Shall the LLC hold regular Meetings of Members? If so, how often.

13. Decisions to be made by Majority (Not Less than 51%)Vote? Super-Majority (Not Less Than 66%) Vote?

14. Shall the Company's Fiscal Year be the Calendar Year? If not what is the LLC's Fiscal Year Term?

15. Shall the LLC Manager maintain Formal Books and Records of all Operations and Expenditures of the Company? Yes/No

a. If Yes, Shall the Company Maintain the Following Records?

- i. A current list of the full name and last known address of each member, and his/her Capital Contribution and Membership Interest
- ii. Copies of Records to enable a member to determine relative voting rights
- iii. A copy of the Certificate of Formation and All Amendments thereto
- iv. Copies of the Company's federal, state, and local income tax returns and reports, for the three most recent years
- v. Copies of this Operating Agreement and All Amendments thereto
- vi. Copies of any financial statements for the three most recent years

16. Other
