

**1. NAME of Limited Liability Company** - The name **must** end with "LLC," "L.L.C.," "Limited Liability Company," "Limited Liability Co.," "Ltd. Liability Co." or "Ltd. Liability Company;" and **may not** include: "bank," "trust," "trustee," "incorporated," "inc.," "corporation," or "corp.," "insurer," or "insurance company."

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**2. The AGENT for SERVICE of PROCESS** - Print the name of the agent for service of process in the State you selected. The Agent for Service of Process is an individual or corporation - whether or not affiliated with the corporation - who **MUST** reside in California, designated to accept service of process if the corporation is sued.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

**3. Initial CORPORATE ADDRESS**

Address \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_ *If you want, you can designate an **alternate** initial **mailing** address. Let us know if that's the case.*

- 4. Management**  One Manager  
(check one only)  More than One Manager  
 All of the Members

**5. Name of the person signing the articles** \_\_\_\_\_

How to best reach you (not public record): E-mail \_\_\_\_\_

Tel. (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Please sign here → \_\_\_\_\_

"All answers are provided by me and I did NOT receive any legal advice from The Document People's staff"

This additional information will allow us to gather all the information needed to prepare your corporate paperwork, including Operating Agreement, Statement of Information and Tax ID.

**COMPANY SET-UP**

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General information about the limited liability company

Briefly describe the main business carried out by the LLC:

\_\_\_\_\_

**MEMBERS(S)**

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Information about who will own the limited liability company

%	Name	Will this person be a manager also?	
		YES	NO
_____	_____	YES	NO
_____	_____	YES	NO
_____	_____	YES	NO
_____	_____	YES	NO
_____	_____	YES	NO

*Unless you tell us otherwise, we will not list any capital contribution.*

*Unless you tell us otherwise, we will use the corporate address for all members.*

*Unless you tell us otherwise, we will not list a CEO (LLC are not required, but can have one).*

**EMPLOYER IDENTIFICATION NUMBER (EIN / TAX ID #)**

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Name of Person applying: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Are you planning to hire any W-2 employees within the next 12 months?

NO YES If so, how many? \_\_\_\_\_ and when (MM/YY) \_\_\_\_/\_\_\_\_\_

IF the LLC is owned by Husband and Wife and live in a community State like California, then please ask your CPA/tax preparer to answer this question for you:

Under Revenue Procedure 2002-69, you have the option of treating the LLC as a multi-member LLC or as a single-member LLC. Please choose one of the following:

We elect to be classified as a multi-member LLC

We elect to be classified as a single-member LLC