

**GEORGE E. MOORE LAW OFFICE, L.L.C.**

441 East Market St. / P.O. Box 41

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Celina, Ohio 45822

[Info@GeorgeMooreLaw.com](mailto:Info@GeorgeMooreLaw.com)

DATE:

**LLC Intake Questionnaire**

Name (full legal): \_\_\_\_\_

Personal address: \_\_\_\_\_

Personal telephone: \_\_\_\_\_

Personal email address: \_\_\_\_\_

SSN: Aaron: \_\_\_\_\_

Desired name for business (must include LLC, Limited, etc.): \_\_\_\_\_

Alternate name(s) for business:

\_\_\_\_\_  
\_\_\_\_\_

Any "fictitious name" desired (commonly called a DBA)? \_\_\_\_\_

Physical address of business:

\_\_\_\_\_  
\_\_\_\_\_

Mailing address for business: \_\_\_\_\_

Email for business: \_\_\_\_\_

Describe business activities: \_\_\_\_\_

Services: \_\_\_\_\_

Products sold: \_\_\_\_\_

When will business activities begin? \_\_\_\_\_

Is there an anticipated ending date for business activities? \_\_\_\_\_

Desire for transfer of business interests upon the voluntary or involuntary resignation of member(s) from time to time:

\_\_\_\_\_  
\_\_\_\_\_

How many members of the LLC? \_\_\_\_\_

- If more than one:
  - how many members: \_\_\_\_\_
  - percentage of ownership: \_\_\_\_\_
  - percentage of decision-making: \_\_\_\_\_
  
- For each member:
  - Name (full legal): Sara S. Kriegel  
\_\_\_\_\_
  - Personal address: \_\_\_\_\_
  - Personal telephone: \_\_\_\_\_
  - Personal email address: \_\_\_\_\_
  - SSN: \_\_\_\_\_

Statutory Agent for business:

- Name (full legal): \_\_\_\_\_
- Personal address: \_\_\_\_\_
- Personal telephone: \_\_\_\_\_
- Personal email address: \_\_\_\_\_
- SSN: \_\_\_\_\_
- Role in the LLC: \_\_\_\_\_

Tax Matters Partner for business:

- Name (full legal): \_\_\_\_\_
- Personal address: \_\_\_\_\_
- Personal telephone: \_\_\_\_\_
- Personal email address: \_\_\_\_\_
- SSN: \_\_\_\_\_
- Role in the LLC: \_\_\_\_\_

**Additional Questions:**

1) Do you have or expect to have any employees who will receive W-2 forms in the next year? (W-2 forms are Wage and Tax Statements issued by an employer to his or her employees showing taxes (federal income tax, Social Security, Medicare) deducted from their pay. The vast majority of businesses with employees must file W-2s.)

Yes / No

2) Do you expect to utilize independent contractors?

Yes / No

3) Have you registered with the local building or zoning inspector?

Yes / No

4) Do you wish to pay extra to the Ohio Secretary of State to “Expedite” this filing on its end?

Yes / No

5) Do you have any questions or concerns for our office?

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**Thank you for your interest in allowing the George E. Moore Law Office, LLC assist in your business planning goals. In order to allow us to assist you, and to also begin an Attorney-Client relationship, please contact us at your convenience. We would love the opportunity to work with you.**