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Street Address	City	State	Zip	County
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Are there other states in which you would like the LLC to be qualified to do business?

***Member information:***

Who will be the **LLC's members** (owners)? \*Members can be individuals or entities

What are their **addresses**?

What will be each **Member's contribution** to the LLC? \*Property, money, services, etc.

What will each **Member's ownership share** be?

**Member #1:** \_\_\_\_\_ Social security number: \_\_\_\_\_

Initial Contribution: \_\_\_\_\_ % Interest: \_\_\_\_\_

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**Member #2:** \_\_\_\_\_ Social security number: \_\_\_\_\_

Initial Contribution: \_\_\_\_\_ % Interest: \_\_\_\_\_

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Street Address	City	State	Zip	County
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**Member #3:** \_\_\_\_\_ Social security number: \_\_\_\_\_

Initial Contribution: \_\_\_\_\_ % Interest: \_\_\_\_\_

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Street Address	City	State	Zip	County
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**Member #4:** \_\_\_\_\_ Social security number: \_\_\_\_\_

Initial Contribution: \_\_\_\_\_ % Interest: \_\_\_\_\_

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Do you want the LLC to be (**select one**):  Member-Managed or  Manger-Managed?

The primary difference between the two is that while Members will always make the key decisions, the day-to-day operations of the LLC are either made by either the Members in a Member-Managed LLC or the Managers in a Manager-Managed LLC (Managers are chosen by Members, managers can be chosen from amongst themselves or outsiders).

How will the Member's make key decisions on behalf of the LLC?

i.e. will each member have an equal say, regardless of ownership, do you want to tie decision making to the amount of shares in the LLC, are there some Members who will or will not have a say? What will happen if you want to vote someone out of the organization?

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How do you want to distribute the LLC's profits and handle any LLC losses?

i.e. do you want to reinvest profits in the LLC, do you want to pay dividends to the Members automatically, what percentage of loss can each member claim, etc.

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Do you want to pay the Members a salary? (Only if you want a Member-Managed LLC)

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What do you want to happen to a Member's interest in the LLC if he wants to leave, gets sick, or dies?

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Do you want to have any built in limitations on Member's transferring or selling their ownership share? \_\_\_\_\_

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Super majority required to merge, dissolve, or sell the LLC?

- No
- Yes – with \_\_\_\_\_%

Super majority required to amend operating agreement?

- No
- Yes – with \_\_\_\_\_%

Have you spoken to an Accountant about this LLC?

It is recommended that you speak to an account if you have not already done so. An Accountant will be able to ensure that the LLC accommodates as many of your needs as possible.

ADDITIONAL NOTES: \_\_\_\_\_

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