

COLLAB 360 LLC Services - LLC Formation

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Please answer all questions.

We're so glad to help you with the LLC formation and registration of your business! This is going to be super simple.. **Please fill in the following details regarding your business and email the authorized form to support@collab360coworking.com** within the next 3 business days. The information is confidential and will not be shared with anyone.

Primary Business Owner/Member Name (Member 1)

Please list your legal name here. Please note that this name must match your primary ID and legal name on your SSN:

First Name:

Middle Name:

Last Name:

LLC / Business Name Choices

Please list **4 choices for a unique name** for your LLC. (eg. AvantGuard Designs LLC, Avant Guard LLC, AvantGuard Designs & something, etc.). The first choice is the best possible choice you are looking for. **Please note that if all of your choices are already taken, we might have to come up with a different name.**

1.

2.

3.

4.

Your LLC / Business Address

Please list **the address(es)** at which business operations of your LLC will be conducted. This is different from your Registered Agent Address. This can be your home address, if it is a home-based business or it can be another valid residential or commercial address at which you will be conducting the majority of your business. (You or another member of the LLC must have a valid address proof for this address.)

Address line 1:

Address line 2:

City, State and Zip:

Your primary contact phone number:

Your primary business phone number:

Your primary email address:

Your business email address:

If you wish to use COLLAB 360 as your virtual business address, **please upgrade to a Virtual office account at our website.**

Please note that this address will be the primary address at which you will receive copies of your LLC formation documents. Also, this address can be updated with the State of Texas easily at any point in time.

Registered agent (Please skip this section)

1. Is your registered agent a firm / company (LLC) or an individual? **LLC**
2. If your RA is a firm, please list the company's legal name and registered address: **COLLAB 360 LLC, 8751 Collin McKinney Pkwy STE 1102 TX 75070**
3. Are you planning to be your own registered agent? **NO**
4. If your RA is an **individual**,
 - a. List the **full name and primary address of your registered agent here: N/A**

Full Name of registered agent:: **N/A**

Address of registered agent:: **N/A**

List all members in your LLC

- ☐ I am the only member of this LLC. (Your details were listed above)
- ☐ There is more than one member in this LLC. **Here are their full legal names and primary addresses:**
 - a. **Full Legal Name of Member 2:**
 - b. **Address & Phone number of Member 2:**
 - c. **Full Legal Name of Member 3:**
 - d. **Address & Phone Number of Member 3:**
 - e. **Full Legal Name of Member 4:**
 - f. **Address & Phone Number of Member 4:**

List of Managers in the LLC

You and other members can act as managers of your LLC and manage the business affairs, in that case, please select Option 1 below.

- ☐ The LLC will **not** have any managers. **The company will be governed by its members.**

If your LLC will be managed by a person who is not a founding member, please select option 2 and enter the individual's details below:

- ☐ The LLC will have **non-member managers**. If checked, please list manager names and addresses below:
 - a. **Full Name of Manager 1 or Organization Name:**
 - b. **Address & Phone Number of Manager 1:**
 - c. **Full Name of Manager 2 or Organization Name:**
 - d. **Address & Phone Number of Manager 2:**

Effective Date

This is the date on which the LLC will go into effect with the state. Most LLCs go into effect immediately after filing and in that case, list "**CURRENT DATE**" below. In some special cases, business owners may choose a future date. Please note that this future date must be within the next 90 days.

- ☐ **CURRENT DATE:**
- ☐ **FUTURE DATE.** List Date here:

Organizer

Please note that COLLAB 360 LLC will sign as the representative/organizer of your LLC registration. COLLAB 360 does not bear any responsibility for any inadvertent mistakes made in this document by the members and does not represent or bear any responsibility on behalf of the LLC or day-to-affairs of your business. Any information filed in this document with the Secretary of State, Texas can be updated online, via mail, by the organizer or by any members of the LLC.

Organizer Name: COLLAB 360 LLC

Organizer Address: 8751 Collin McKinney Pkwy STE 1102, McKinney, TX 75070

Authorization by member(s): PLEASE SIGN BELOW

I agree that the above information is true and correct and **I authorize/consent** the above-mentioned organizers to apply for the **certificate of formation of my LLC** with the Secretary of State, Texas (online registration) on my behalf.

Your Full Legal Name (Authorizing LLC Member):

Date:

Signature:

NEXT STEPS:

- After you have made your payment for the LLC registration and submitted this form, you will receive a confirmation email with a payment link within 48 business hours.
- Our office might contact you via email/SMS/phone to verify your information and clarify details.
- Please add customerservice@collab360coworking.com, support@collab360coworking.com or @collab360coworking.com to your email ID so our messages do not go to SPAM.
- Failure to respond to our messages within 10 business days will result in automatic cancellation of the order. We will refund the amount paid after debiting \$5.99 processing charges and 3% cancellation charges will be applied to your full payment before refund.
- We are not responsible for any data entry errors, or spelling mistakes made in this form by the customers.
- We will send a confirmation message for the filing and file the information AS IS within 2-4 working days. After the filing has been made, the order cannot be cancelled. Only an ammendment can be filed and extra charges will apply.