

LLC Intake Form

- Name:
- Email:

- 1. What do you want the name of your LLC to be?
- 2. What will be the LLC's address (i.e. the place where all of the corporate records will be kept)? A mere P.O. Box is not acceptable.
- 3. Who will be the LLC's Registered Agent? A Registered Agent is an individual/entity who is an agent for service of process on the LLC.
- 4. Address of the registered agent. You can use the same address as the LLC's address.
- 5. What are the goals of the LLC?
- 6. Have you spoken to an Accountant about the LLC? Is there any bookkeeping, tax treatment, or other financial issues that you want part of the LLC?
- 7. Who are going to be the LLC's Members (owners) and what are their addresses? Members can be individuals or entities like a corporation or another LLC.
- 8. Based on the number of Member's, how do you want to divide each Member's ownership share in the LLC?
- 9. What will each Member contribute to the LLC (property, money, services, etc.?)
- 10. Do you want the LLC to be Member-Managed or Manager-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 made by either the Members in a Member-Managed LLC or the Managers in a Manager-Managed LLC, who the Members choose from either amongst themselves or outsiders.
- 11. How will the Member's make key decisions on behalf of the LLC? e.g. - will each member have an equal say, regardless of ownership, do you want to tie decision making to the number 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?

- **12. How you want to distribute the LLC's profits and handle any LLC losses (e.g., 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.)?**
- **13. Do you want to pay the Members a salary (only if you want a Member-Managed LLC)?**
- **14. What do you want to happen to a Member's interest in the LLC if he wants to leave, gets sick, or dies?**
- **15. Do you want to have any built-in limitations on Member's transferring or selling their ownership share?**
- **16. Are there any additional issues or considerations you want Downs Law, LLC to take into account when creating the LLC?**