

Limited Liability Company Paperwork Checklist

The following checklist outlines the various company documents that should be prepared and maintained during the life of a limited liability company:

Pre-Organization Checklist (see Chapter 8)

Application for Reservation of Limited Liability Company Name (filed with state)

Articles of Organization (filed with state)

Amendment to Articles of Organization (filed with state)

Operating Agreement of the limited liability company (in company record book)

Amendments to the Operating Agreement of the limited liability company (in company record book)

Minutes of the first meeting of the members (in company record book)

Minutes of the annual meetings of the members (in company record book)

Member proxies (in company record book)

Limited liability company loans to members (in company record book)

Limited liability company pension or profit-sharing plans (in the company record book)

Limited liability company insurance or health benefit plans (in company record book)

Limited liability company accounting books

Annual financial reports (in company record book)

Articles of Dissolution (filed with the state)

Limited liability company tax records (filed with state and Federal tax authorities)

Applications to qualify as foreign limited liability company (filed with other states in which the limited liability company desires to conduct active business)