

Pre-Organization Worksheet

Name/Address of State Limited Liability Company Department
(from Appendix)

Proposed Name of the Limited Liability Company

First choice:

Alternate choices:

Parties Involved in Forming the Limited Liability Company

Name

Address

Phone

Location of Business

Address of principal place of business:

Description of principal place of business:

Ownership of principal place of business (own or lease?):

Other places of business:

Type of Business

Purpose of limited liability company:

State/local licenses required:

Patents/copyrights/trademarks:

Organization Matters

State of organization:

Company existence (limited or perpetual?):

Proposed date to begin company business:

Names and addresses of those who will act as organizers:

Name

Address

Number of proposed members:

Proposed members of the company:

Name

Address

Phone

Limited liability company's registered agent and office address:

Initial investment total: \$ _____

Date when due: _____

Name

Cash/Property/Services

Value

Additional contributions: \$ _____

Date when due: _____

Name

Cash/Property/Services

Value

Members' share of profits and losses:

Name

Proportionate Share of Profits and Losses

Distribution and retention of profits and losses:

Initial indebtedness: \$ _____

Management of the company:

Name

Proportionate Share of Management

Proposed date of first members meeting: _____

Proposed bank for company bank account:

Cost of organization: _____

Is qualification in other states necessary? _____

Company Operating Agreement

Required quorum for members meetings: _____

Annual members meeting

Place: _____

Date: _____

Time: _____

Required vote for members actions: (majority/%/unanimous?): _____

Fiscal year: _____

Accounting type (cash or accrual?): _____

Financial authority:

Name

Type of Authority

Loans to members:

Salaries of members:

Name

Salary

Transfer of membership interests:

Expulsion of members:

Insurance needs:

New members:

Termination of limited liability company:

Amendments to Articles of Organization (majority/%/unanimous?):

Amendments to Operating Agreement (majority/%/unanimous?):