

**LLC WORKSHEET**

**Certificate of Formation**

1. Name of the LLC: \_\_\_\_\_.
2. Name of the registered agent: \_\_\_\_\_.
3. Address of the registered agent: \_\_\_\_\_.
4. Will the LLC have managers or will it be managed by its members?  
\_\_\_\_\_.
5. If the LLC will have managers, please provide the names and addresses for each manager:
  - a. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - b. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - c. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Please provide the names and addresses for each member of the LLC:
  - a. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - b. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - c. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Purpose of the LLC: \_\_\_\_\_.

### **Operating Agreement**

8. Physical Address of the LLC: \_\_\_\_\_.

9. Mailing Address of the LLC: \_\_\_\_\_.

10. Will the LLC operate indefinitely, or will it expire on a date certain?  
\_\_\_\_\_.

11. If it is to expire on a date certain, what is the expiration date? \_\_\_\_\_.

12. Is the LLC being created to conduct all types of business it is legally entitle to transact, or should the types of business it will transact be limited? \_\_\_\_\_.

13. If the LLC is created for a limited purpose, please describe in detail all types of business the LLC is authorized to transact \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

14. In order to add additional members, is the unanimous written consent of the members required or merely a majority of the members? \_\_\_\_\_.

15. Will any of the members receive salaries for the work they perform for the LLC?  
\_\_\_\_\_.

16. Will members be required to make additional capital contributions after the LLC is formed? \_\_\_\_\_.

17. If members will be required to make additional capital contributions, is the unanimous written consent of the members required or merely a majority of the members?  
\_\_\_\_\_.

18. If additional capital contribution is required, and one or more members fails to make the contribution, will their membership interest be terminated or will their interest be diluted if one of the other members makes a contribution over and above the required cash call amount? \_\_\_\_\_.

19. Will members have a preemptive right to purchase additional LLC interests before such interests are offered to other nonmembers? \_\_\_\_\_.

- 20. Will members be entitled to withdraw or obtain a return on their initial capital contribution? \_\_\_\_\_.
- 21. Will distributions of LLC assets and profits be made in proportion to the membership interests, in proportion to the capital accounts, equally to all members, or distributed in some other specific percentages? \_\_\_\_\_.
- 22. If the distributions are to be made in other specific percentages, please list the name of each member and the percentage each is to receive:
  - a. \_\_\_\_\_  
\_\_\_\_\_ %
  - b. \_\_\_\_\_  
\_\_\_\_\_ %
  - c. \_\_\_\_\_  
\_\_\_\_\_ %
- 23. What constitutes a quorum for voting purposes? (check an option below)
  - \_\_\_\_\_ 51% of the members
  - \_\_\_\_\_ 75% of the members
  - \_\_\_\_\_ 100% of the members
- 24. How will the votes be counted? (check an option below)
  - \_\_\_\_\_ Members have votes equal to the percentage of their LLC interest
  - \_\_\_\_\_ Members have votes equal to the amount of money in their capital account
  - \_\_\_\_\_ All members have 1 vote
- 25. Are the membership interests transferable? If so, are they freely transferable or is the transfer restricted? \_\_\_\_\_.

**Organizational Meeting**

- 26. If officers are to be elected, please indicate the name of the person elected to each office:
  - a. President \_\_\_\_\_
  - b. Secretary \_\_\_\_\_
  - c. Treasurer \_\_\_\_\_

- 27. List the names of each member and/or manager authorized to contract on behalf of the LLC. \_\_\_\_\_  
\_\_\_\_\_.
  
- 28. What is the name and address of the bank the LLC will use for deposits?  
\_\_\_\_\_  
\_\_\_\_\_.
  
- 29. List the members and/or managers who will be authorized signatories on the LLC bank account \_\_\_\_\_  
\_\_\_\_\_.
  
- 30. List the name of each initial member, the amount of his or her initial capital contribution, and the percentage of his or her LLC interest:
  - a. \_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_ %
  
  - b. \_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_ %
  
  - c. \_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_ %