

PRUITT LAW OFFICES S.C.

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This information is needed to draft your LLC documents:

1. The exact name of the business, physical address and phone number.
 2. The names, addresses and phone numbers of the company members, including who will be managing member(s).
 3. The name, address and phone number for the agent of service of process.
 4. Contact person name, address, phone, e-mail.
 5. The principle place of business.
 6. The business purpose of the LLC.
 7. Who will have management powers in the business.
 8. The percentage of ownership.
 9. The financial contribution of each partner.
 10. Any spouses of partner not part of company.
 11. Any prior EIN (Employee Identification Number) ever obtained.
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12. Date business to be started.
13. Number of Employees.
14. Closing month of accounting year.
15. All social security numbers of company members.
16. How many 55,000+ pound highway motor vehicles owned by the business.
17. Does the business involve gambling?
18. Does the business involve alcohol, tobacco or firearms?
19. Will you file Form 720 (quarterly excise tax form)?
20. Will you have employees receiving W2's in the next 12 months?
If so, what is the first day you anticipate paying wages? How many employees do you expect in the next 12 months?
21. What is your succession plan? Who should receive any payments from the business upon the death or incapacitation of the members?
22. Any other matters that you feel are relevant to the company that I should be aware of?

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