

LIMITED LIABILITY COMPANY (LLC) WORKSHEET

Please use the back or another sheet if enough space is not provided.

Client Name: _____
(first, middle, maiden, last)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number(s): Home: _____ Cell: _____

Date of Birth: _____ Social Security No: _____

Email Address: _____

Proposed Name of LLC: _____

Alternate Name of LLC: _____
(If 1st name choice is unavailable)

Purpose of LLC: _____

Street Address of LLC: _____

City: _____ State: _____ Zip Code: _____

Manager Information:

First Name: _____ Middle Name: _____

Maiden Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number(s): Home: _____ Cell: _____

Date of Birth: _____ Social Security No: _____

Email Address: _____

Registered Agent Information: (if not the same as the manager)

First Name: _____ Middle Name: _____

Maiden Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number(s): Home: _____ Cell: _____

Date of Birth: _____ Social Security No: _____

Email Address: _____

Members of LLC:

Name of Member: _____
(first, middle, maiden name if married, last)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number(s): Home: _____ Cell: _____

Date of Birth: _____ Social Security No: _____

Email Address: _____

Name of Member: _____
(first, middle, maiden name if married, last)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number(s): Home: _____ Cell: _____

Date of Birth: _____ Social Security No: _____

Email Address: _____

Name of Member: _____
(first, middle, maiden name if married, last)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number(s): Home: _____ Cell: _____

Date of Birth: _____ Social Security No: _____

Email Address: _____

Name of Member: _____
(first, middle, maiden name if married, last)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number(s): Home: _____ Cell: _____

Date of Birth: _____ Social Security No: _____

Email Address: _____

If there will be immovable property and/or land held in the LLC, please provide us with the full legal description of the immovable property and/or land.

Some of the Topics to be discussed with Attorney at Miramon Law, Inc.:

- Duration of the LLC
- Different management forms
- Scope of Manager's authority
- Member ownership portions
- Allocation of profits/losses
- Distribution of Income
- Assignability of membership interest
- Right of First Refusal
- Amendment of Articles of Organization and/or by-laws

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Email Address: _____

Information on Limited Liability Companies (LLC)

A limited liability company (LLC) is a hybrid corporate entity that combines characteristics from both partnerships and traditional corporations.

Louisiana businesses have a variety of organizational forms that can be used, depending on the purpose of the business and its capital structure. Partnerships and corporations were once the principal forms used by most businesses, while certain real estate projects used limited partnerships. The major purpose of all these entities was to attract capital and limit the risk of investments. Each form was useful, but each also had drawbacks. The corporate form proved to be cumbersome, and partnerships could not be organized to limit investor liability. In 1992, the Louisiana legislature followed the lead of other states and passed a statute that allowed formation of limited liability companies.

Limited liability companies were intended to use the best features of both corporations and partnerships. A LLC is formed by filing articles of organization with the secretary of state. An LLC can virtually have an unlimited number of members, as long as one member is designated the manager. The articles of organization usually identify the first manager and the first board of managers. After the articles are filed, the members usually adopt a set of by-laws that remain confidential. The articles specify which individuals will actually manage the business of the LLC and specify the voting requirements for electing new managers. The by-laws also specify the method for adding new members, i.e., investors.

The LLC form works for almost any type of business and is often used when groups of investors wish to remain largely passive while letting others run the business. The by-laws can prescribe multiple classes of investments and can limit membership on the board of managers to a handful of individuals who may or may not be actual investors. The by-laws can also establish other rights and obligations of members and managers to meet the special needs of the business.

If there are any areas on the Worksheet that you do not understand, feel free to give us a call and ask any questions regarding filling out the form. If you get to the point that you cannot complete any more of the form, just make an appointment to come in with the form not fully complete. Since every LLC is different, there may be areas on the form that do not apply to your situation. If they do not apply, either leave them blank or put not applicable.

It normally takes at least two (2) months to complete the LLC paperwork. This is two (2) months from the time that we get all the information that we need to handle the creation of the LLC.

Please feel free to call with any questions.