

LLC Formation Worksheet

Name of LLC:

[For availability, check the AZ Corp Comm website at: <http://www.cc.state.az.us/corp/index.htm>

For a shorter/cleaner name, use "LLC" instead of "L.L.C.", and drop the comma before it.]

Formation Date:

Initial Business:

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Place of Business:

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Statutory Agent: [I recommend using an in-state member for your statutory agent.]

[.....] Member No. [.....] Noel

[.....] Other: (Name and physical address):

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Annual Meeting Date:

Accounting Method: [.....] cash [.....] accrual

[Don't use cash basis if: (a.) Regular Corporation a Member, or (b.) more than 35% of losses are allocable to "limited entrepreneurs" (i.e. non-managing members).]

Dissolution Date:

[Latest date that LLC can dissolve – pick date a few decades down the line.]

How to use this form:

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Page 1

If filling out this form by hand or on an old-fashioned typewriter, just print it out and complete it.

However, if you save it to your computer, and use MS Word, you can fill it out on your computer:

Double-click on each dotted line, and just begin typing to replace the line with your information.

Return form by mail, fax or (especially if filled in by computer) by attachment to an e-mail.

Also complete and return [New Client/Matter Worksheet](#). Then call for appointment.

Initial Members: [For each, give Name, Mailing Address, and Initial Capital Contribution.]

Member No. 1:

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Initial Contribution:

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Member No. 4:

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Initial Contribution:

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Member No. 2:

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Initial Contribution:

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Member No. 5:

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Initial Contribution:

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Member No. 3:

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Initial Contribution:

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Member No. 6:

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Initial Contribution:

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Additional Contributions: \$ as an obligation of each member.
[Fixed number that all agree to. Can be small. Helps defeat treatment by IRS as corporation.]

Ownership Interests:

Member No. 1 -- % Member No. 1 -- % Member No. 3 -- %

Member No. 4 -- % Member No. 5 -- % Member No. 6 -- %

Managment:

[.....] “Member-Managed” – all members manage as equal active partners

[.....] “Manager-Managed” – management other than by all equal members.
[Can be any combination of one or more members and/or outsiders.]

[.....] Member No(s).

[.....] Other Non-Member(s): (Name and physical address)

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Signatories on Bank Accounts:

[.....] Member Nos.

[.....] All Manager(s)

[.....] Specific Member(s) or Manager(s):

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