

"LLC" CORPORATION CHECKLIST

In order to prepare the organizational documents and minute book for a new Michigan business corporation, please furnish the following information:

What type of Corporation: LLC

Resident Agent:

1. Name: _____
Address: _____
City/State/Zip: _____
Telephone No.: _____
Fax No.: _____
Social Security No.: _____
Date of Birth: _____
Driver's License No.: _____

2. Name of Corporation: (must contain "LLC or L.L.C.")
1st Choice: _____
(Alternative choices might be necessary if the first choice is unavailable.)
2nd Choice: _____
3rd Choice: _____

3. Assumed names: ___ Yes ___ No
If yes, specify: _____

4. Address of Business: _____

5. County Where Business is Located: _____

6. How many Employees? _____

7. Principal activity of Business: _____

8. Do you sell any retail/wholesale products? If yes, what products do you sell? _____

9. Single Member? _____
Multiple Members? _____

10. Do you estimate your annual Michigan gross receipts to be over \$250,000? Yes _____ No _____
11. Which taxes do you expect to owe?
- | | | |
|-------------------------|-----------|----------|
| Sales Tax? | Yes _____ | No _____ |
| Use Tax? | Yes _____ | No _____ |
| Income Tax Withholding? | Yes _____ | No _____ |
| Single Business Tax? | Yes _____ | No _____ |
| UA Unemployment Tax? | Yes _____ | No _____ |

12. Additional Members:

Name: _____

Address: _____

Telephone No: _____

Date of Birth: _____

Social Security No: _____

Drivers License: _____