

## "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.")  
1<sup>st</sup> Choice: \_\_\_\_\_  
(Alternative choices might be necessary if the first choice is unavailable.)  
2<sup>nd</sup> Choice: \_\_\_\_\_  
3<sup>rd</sup> 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: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Social Security No: \_\_\_\_\_  
Drivers License: \_\_\_\_\_

If additional members, please provide a breakdown of the percentage for each partner.

\_\_\_\_\_  
Name Percentage

\_\_\_\_\_  
Name Percentage