

CHECKLIST FOR LLC

PART 1: CLIENT INFORMATION

Client's Name (First, Last):

City:

 Primary Phone: ☐ Home ☐ Cell

 - -

Designated Address:

State: Zip:

 Secondary Phone: ☐ Home ☐ Cell

 - -

Name of LLC (Three choices in order of preference):

What Does This Company Do?

¹Name of Registered Agent (Person receiving official notifications)

Registered Address of LLC:

City:

City:

State: Zip:

PART 2: LLC MEMBER INFORMATION

*If more than 2 Members, please contact the office to receive an additional members sheet.

☐ Managing Member ☐ Non-Managing Member

PLEASE PROVIDE A COPY OF DRIVERS LICENSE FRONT AND BACK, FOR EACH MEMBER WITH 25% OR MORE OWNERSHIP.

Client's Name (First, Last):

SSN:

 - -

Birthdate

Address:

City:

State:

Zip:

Email:

% of Ownership:

☐ Managing Member ☐ Non-Managing Member

Client's Name (First, Last):

SSN:

 - -

Birthdate

Address:

City:

State:

Zip:

Email:

% of Ownership:

PART 3: PAYMENT INFORMATION

Credit Card #:

Expiration Date:

Name on Card:

Security Code:

Address on Card:

City: State: Zip Code:

FEE(S) & OTHER ADDITIONS

| | |
|-------------------------|----------|
| LLC Organization: | \$395.00 |
| State Filing Fee: *UT | \$59.00 |
| S-Corp Election: | \$30.00 |
| Postage to Mail Binder: | \$20.00 |

* For any other state, the state filing fee varies from state to state.

Please bill my credit card for the items checked:

☐ LLC Organization & State Filing Fee ☐ S-Corp Election: Form 2553 ☐ Postage ☐ BOI Reporting Fee

Total to be Billed: \$

Signature _____

Print Name _____

Date _____

¹ If you want MainStreet to be the Registered Agent, the cost is \$100.00 per year.

² A copy of the drivers license is required to comply with the **Beneficial Ownership Information Reporting (BOI Reporting)** regulation that is explained with accompanying letter attached to the LLC Checklist.