

# Bish, Butler, Thompson & Richards, Ltd.

## LIMITED LIABILITY COMPANY QUESTIONNAIRE

Please provide the following information to the extent it is known. If there are questions you are uncertain of, please leave them blank and you can discuss the matter when you consult with a Bish, Butler, Thompson & Richards, Ltd. attorney.

1. Please include the following information for each person that will have an ownership interest in the limited liability company:

First	Middle Initial	Last
Name: _____		
Street Address: _____		P.O. Box # _____
City, State and Zip Code: _____		
Phone: _____		Fax: _____
E-mail Address: _____		
E-mail Word Processor (e.g. Word, Word Perfect?) _____		

First	Middle Initial	Last
Name: _____		
Street Address: _____		P.O. Box # _____
City, State and Zip Code: _____		
Phone: _____		Fax: _____
E-mail Address: _____		
E-mail Word Processor (e.g. Word, Word Perfect?) _____		

First	Middle Initial	Last
Name: _____		
Street Address: _____		P.O. Box # _____
City, State and Zip Code: _____		
Phone: _____		Fax: _____
E-mail Address: _____		
E-mail Word Processor (e.g. Word, Word Perfect?) _____		

First	Middle Initial	Last
Name: _____		
Street Address: _____		P.O. Box # _____
City, State and Zip Code: _____		
Phone: _____		Fax: _____
E-mail Address: _____		
E-mail Word Processor (e.g. Word, Word Perfect?) _____		

Do you need a federal tax identification number? \_\_\_\_\_

If yes, please provide your social security number: \_\_\_\_\_

Can we send confidential faxes or e-mail to you without prior notice?

Fax: Yes\_\_\_ No\_\_\_ E-mail: Yes\_\_\_ No\_\_\_

2. Specify the name you would like to give to the limited liability company (it must include one of the following: "Limited Liability Company", "Limited", "L.L.C.", "LLC", "Ltd" or "Ltd.").\_\_\_\_\_

3. If the name you have selected above is not available or is in use by another company, please specify an alternate name for the company.\_\_\_\_\_

4. Specify the name of the "Statutory Agent", which is the person who is designated by law to receive service of process in litigation and other notices (As a general rule this should be the person who will be the member of the limited liability company. Leave this section blank if the same as item 1 above. ).

Name:\_\_\_\_\_

Street or P.O. Box Address:\_\_\_\_\_

City, State and Zip Code:\_\_\_\_\_

5. Specify the purpose of the limited liability company (e.g. to engage in the business of retail sales; to engage in the business of wholesale manufacturing products, etc.).\_\_\_\_\_

6. Specify all "capital contributions", i.e. property or money, that will initially be made to start the company (e.g. cash, equipment, cars, etc.).\_\_\_\_\_

7. State the duration of the company (you should specify "perpetual" unless you are sure the company should or will cease to exist at a fixed date certain).\_\_\_\_\_

8. The principal office of the Company shall be located at \_\_\_\_\_.

9. Provide the name and address of the accountant you will use for this business. If you don't have one, leave blank.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_