

The Mundheim Firm, PLLC

LLC Intake Form

1. The company will be governed by Members Managers
2. Proposed company name and two alternatives. LLC names must include Limited Liability Company or Limited Company or an abbreviation. Professional LLC names must include Professional Limited Liability Company or an abbreviation. **Use exact punctuation, capitalization, and spacing:**

3. Will this company be a nonprofit?
4. Registered Agent and registered office **physical** address (the registered Agent must have a physical address registered for service of process during regular business hours. If you would like a professional registered agent, please indicate that:

5. Registered agent has consented to serve.
6. Number of initial Managers or Members, whichever will govern: ____ (Must be at least one.)
7. Names and complete addresses of Managers or governing Members: (Attach additional sheet if needed.)

8. Do you want a buy-sell agreement?
9. Initial principal place of business of the LLC:

10. Organizational Meeting Date _____; Time _____; City _____
11. Organizational Meeting Chair: _____
12. Organizational Meeting Secretary: _____

13. Officers (Must at least have a Secretary):

Pres.: _____
 VP: _____
 Sec.: _____
 Tres.: _____
 Other: _____

14. Initial Members and the units of membership interest issued to each at the organizational meeting (a Member's proportional interest is the number of his or her units divided by all outstanding units):

Name and Mailing Address	Number of Units	Nature and Value of Contribution (Cash, Sweat Equity, Equipment, etc.)

15. Voting:

- a. One vote per: Member Unit of Membership
- b. Votes to Amend: All A majority 2/3 3/4
- c. Votes to Admit new Members: All A majority 2/3 3/4
- d. Votes to Admit Assignees as Members: All A majority 2/3 3/4
- e. Profit, Loss, Distributions Allocated by: All A majority 2/3 3/4

16. Do you want us to get your EIN? Yes No