

Limited Liability Company Checklist

Business Entity that combines the benefits of both a sole proprietorship and a corporation. The manager or member decides how it is taxed when establishing the entity. It becomes an entity when certified by the state. Managers and Members are not held liable for business debts.

INDIVIDUALS THAT NEED TO BE PRESENT:

- Member Managed- Any Member
- Manager Managed- All Managers
- Any Authorized Signers

REQUIRED INFORMATION

- Physical Business Address located in Business Charter Territories
- Tax Identification Number: EIN or SSN (Single member can utilize SSN)
- Non-expired Personal Identification and gained CIP information for all individuals
- Physical Address of Individual(s)

REQUIRED BUSINESS DOCUMENTATION

- Certified Articles of Organization
- Certificate of Registration- for LLCs **registered OUT-OF-STATE**

AS NEEDED:

- Fictitious Business Name Statement, if applicable
- Certified Statement of Information
- Operating Agreement