

Imke Ratschko

SMALL BUSINESS ATTORNEYS

SOLE MEMBER LLC QUESTIONNAIRE

LLC QUESTIONNAIRE
(New York LLC)

1. **Your Details:**

Name: _____

Address: _____

Email address: _____

Telephone number: _____

Fax number: _____

2. **Business Address for LLC:**

Address: (fill out if not as above)

Contact Person: _____

Email address: _____

Telephone number: _____

Fax number: _____

3. **Name of the LLC:**

a. Proposed name of LLC: _____

Alternate names, in case first choice is not available:

b. Will the business be conducted under any other name?

If so, list the name _____

4. **Purpose of LLC:**

Description of business activities that the LLC will conduct:

5. **Initial Capital of the LLC:**

What will you put into the LLC in form of cash or property, if any (you can start with zero capital)?

a. Cash?

b. Property?

For example, if you have conducted your business as a sole proprietor, without having formed an entity, you would transfer that property into the new LLC.

6. **Management of the LLC**

Who will make the day-to-day decisions for the LLC, i.e. run the affairs of the LLC?

7. **Miscellaneous**

- a. Does the company have an accountant? If so, state name and contact info.

- b. Does the LLC produce intellectual property that needs to be protected?

- c. Anything else important to note?