

**FORMATION OF AN LLC
(Limited Liability Corporation)**

The following is the information needed to file with the State of Delaware.

1. The name of the LLC
2. Address of the LLC
3. Address of the in-state registered agent for service of process.
4. Names and addresses and phone numbers of all members of the LLC.
5. Name and address and phone number of the Managing Member(s) of the LLC.
6. Date the LLC will terminate (generally 30 years from date of formation unless requested to be otherwise)
7. Information from the first meeting of the LLC (if available), including who was present and the date it was held and minutes from the meeting.
8. Amount of capital contribution by each member and Percentage of Interest in the LLC of each member.
9. Tax ID Number (Federal Employer ID Number)

The fee for setting up an LLC is \$750.00. The Delaware Secretary of State typically takes approximately one month to process the Certificate of Incorporation. Expedited processing may be ordered, with next day service available, for an additional \$100.00. If you have any questions, please feel free to give us a call.