1. Who is the Order Contact? Please provide me with the name, legal address, phone number, and email address. (This is the person who we would reach out to if we needed to speak with them about an information pertaining to the LLC) I am thinking this information would be from the broker.
2. How many owners will be listed on the LLC?
3. Please provide me with the contact information for each owner. (name, legal address, email address, and phone number)
4. What address would you like listed as the legal address to collect any legal or tax notices for the client after we have received them as a registered agent? Please include the name, address, email address, and phone number.
5. What should be listed as the shipping address to receive the compliance kit and company seal? Please include the name, address, email address, and phone number. This can be the broker and then the broker can send off to client.
6. What would you like the business name to be? Please provide me with a primary name and a secondary name.
7. What is the business address? This does not need to be an address in the state of Delaware or in the US.
8. What products and services will your business provide? Please provide no more than a 3-6 word description.
9. If there is more than one owner, please provide me with the percentage of ownership for each person. The total of each person’s ownership must equal 100%.
10. Who will be the IRS’s contact?
11. What will the Fiscal year end be for the business? (Most people will make this 12-31 to align with the calendar year end)
12. Do you plan on hiring full time employees within the next 12 months? If so, how many and when would you be paying them their first wages? (Must provide month, day, and year)
13. Do you already have a corporate website? If so, what is the domain name?
14. Who will sign the annual report? Please provide the name, address, email address, and phone number of that person.