

**HOLMAN & HOWARD**

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Questionnaire for forming a Maine Limited Liability Company (LLC)

Please download this form and fill in as much of the information as possible. If you don't have a response, it's fine to leave it blank. Please attach additional pages if necessary.

<b>QUESTION</b>	<b>RESPONSE</b>
1. Your name and mailing address	
2. Your street address (if different from mailing) and email address	
3. Best phone number(s) to reach you during the day (indicate if work, cell, etc.)	
4. Proposed name of LLC	
5. Principal place of business of LLC	
6. One sentence description of the nature of your business	
7. Mailing address of LLC (if different from your mailing address)	
8. Name(s), residential (and mailing address if different) address of initial member(s) of LLC.	
9. IRS regulations require social security numbers for members, please list social security numbers for all members	

Holman & Howard  
LLC formation questionnaire

10. What percentage of ownership will each member have? (Total of %'s must equal 100%.)	
11. How much money will each member contribute at the outset?	
12. LLCs normally have a manager or managers. Please list names and address of the manager(s) if they've been decided.	
13. Will there be any managers who are not members? If so, please provide name, mailing address for each such person.	
14. Do you want me to obtain a Federal Tax Identification number for your LLC? If "Yes", please provide the following: -Number of employees expected in the next 12 months. -Date first wages will be paid	
15. Are there states (other than Maine) where the LLC will "do business" (i.e., open an office, have employees, or own real estate)?	
16. At which institution will the LLC open a bank account?	
17. Who will be authorized signers for the bank account?	
18. Do you want the fiscal year to end December 31? If not, please provide alternative date.	