

CHECKLIST FOR THE FORMATION OF A CALIFORNIA LIMITED
LIABILITY COMPANY (LLC)

PFEIFFER LAW

1. Questionnaire for the formation of a California limited liability company (LLC) to client
2. Questionnaire for the preparation of the LLC operating agreement to client
3. Check for availability of the desired LLC name
4. Prepare the Articles of Organization (Form LLC-1)
5. File the Articles of Organization with California Secretary of State
 - \$70.00 filing fee
 - \$5.00 certification fee
6. Get filed and date-stamped copies of the Articles of Organization
(Copies may be necessary to open a bank account)
7. Get a Certificate of Good Standing from the California Secretary of State
(May be necessary to open a bank account)
8. Obtain a Federal Tax Identification Number (EIN number)
(Online (www.irs.gov), facsimile or United States Mail)
9. Obtain an Employer Payroll Tax Account Number (EDD Number)
from the California Employment Development Department (www.edd.ca.gov)
(EDD Number is necessary if the corporation will have employees other than
shareholder employees)
10. Prepare Operating Agreement
11. Prepare Certificates
12. Initial members' meeting
 - Prepare notice of meeting (or waiver)
 - Hold initial members' meeting
 - Prepare minutes of the initial members' meeting

13. Assemble company records

- Current list of the full name and last known address of each member
- List of the contributions of each member
- List of the share in profits and losses of each member
- Current list of the name and address of each member

14. File Statement of Information (SOI) with the California Secretary of State (LLC-12)
- Due within 90 days of the initial filing of the articles of organization
 - \$40.00 filing fee
 - Must be filed every two years thereafter