

DOCUMENT TEMPLATES

Overview

The LLC Formation Tools include templates used to generate documents that support the LLC formation process. These documents and the role each of these documents plays in the formation process are described below.

Master Interview, Guide & Summary

Interview Guide

The interview guide is a hard copy representation of the master interview. It contains questions, question flow and endnote resources. It facilitates the gathering of data necessary to the company's formation by configuring custom guides that can be printed and used during client consultations as a checklist and data entry form.

Master Interview

The master interview elicits the information needed to complete the tasks necessary to the formation of a limited liability company. Data entered in the master interview does not need to be entered again and is available for use in completing the document assembly tasks supported by the template set.

Interview Summary

The interview summary is a hard copy representation of the master interview and contains questions, question flow, [answers](#) and endnote resources. It can be printed and used as a checklist and data entry form in client meetings and as a vehicle for discussing client matters with clinic supervisors.

Conflicts Waiver

Conflicts Waiver Letter

This template assembles a letter to the members explaining and requesting acknowledgment and waiver of potential conflicts of interest.

Reservation of Business Name

Name Reservation Filing Checklist

This template assembles a description of the requirements and procedures for reserving the company's name prior to formation.

Articles/Certificate

Articles/Certificate Filing Checklist

This template assembles a description of the requirements and procedures for filing the Articles/Certificate.

Articles/Certificate of Formation

This template prepares the Articles/Certificate of Formation.

Statement/Certificate of Conversion (DE, UT only)

This template prepares the Statement/Certificate of Conversion to convert a partnership into a limited liability company. (Note: The template is specific to Delaware, Pennsylvania and Utah)

Plan of Conversion

This template prepares a Plan of Conversion template in which partners approve of the conversion of the partnership to a limited liability company.

Operating Agreement/LLC Agreement

Operating Agreement/LLC Agreement

Assembles a Plan of Conversion template in which partners approve of the conversion of the partnership to a limited liability company.

Operational Guidelines

Operational Guidelines

This template assembles a memorandum to the client summarizing the requirements for maintaining the company's status as a limited liability company under state and federal law. The memorandum is based on answers from the master interview.

Miscellaneous Templates

Statement of Authority (DE, UT only)

This template assembles a Statement of Authority that identifies persons authorized to act on behalf of the company. (Note: The template is specific to Delaware and Utah)

Notice of Meeting

This template assembles a notice of a special meeting of the members

Consent of Members

This template assembles a consent of members whose aggregate membership interest would be sufficient to approve the action at a meeting at which all members are present.

Consent of Managers

This template assembles a consent of managers whose number would be sufficient to approve the action at a meeting at which all managers are present.

Unanimous Consent of Members

This template assembles a unanimous consent of members in lieu of a meeting.

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Assignment of Membership Interest

This template assembles an instrument by which a member assigns a portion or all of his or her membership interest.

FEIN Forms

Filing Checklist for FEIN Form

This template assembles a description of the requirements and procedures for filing the application for a federal employer identification number.

Transmittal Letters

The LLC Tools provides several transmittal templates that assemble transmittal letters specific to the tasks listed below.

- Application for Reservation of Business Name.
- Name Reservation Transmittal Letter
- Transmittal Letter for Filing Articles/Certificate
Operating Agreement Transmittal Letter
- Guidelines Transmittal Letter
Transmittal Letter for FEIN Form
- Transmittal FAX for FEIN Form