**Checklist Limited Liability Company (LLC)**

1. Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Must have a Business Category:

3. Verification of EIN#.

4. Confirm (identify at least 2, except if IRS Letter is provided, nothing else is needed):

* + IRS Letter (if this document is available, this is only document needed)
  + Tax documents
  + Tax quarterly reports
  + Bank signature card

5. Is the business primarily based in Texas?

* Do the tax documents identify the Texas address?

6. Proof of US citizenship/ethnicity for the eligible applicant

* birth certificate or
* Passport

7. Official photo ID:

* Tx Driver License or
* U.S. Citizenship
  + Immigration Service Certificate of (CITIZ) or
  + Tribal Required ID recognize by the Bureau of Indian Affairs (Native American only)

8. Tx Residency for eligible applicant.

* + May be in form of valid Tx. Dr. License
  + Texas ID or
  + Tx County Appraisal District's Property Homestead

9. 1120 0r 1120S IRS Tax Return

10. Membership Ledger:

Owner(s) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Percentages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner(s) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Percentages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner(s) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Percentages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Secretary of State filing:

* 1. Articles of Incorporation
  2. Certificate of Formation
  3. Look for listings of Members and/or Managers

12. Meeting Minutes (copy of)

* 1. Organizational meeting minutes
  2. Meeting minutes within last 12 months

13. Operating Agreement must list:

* 1. Members and/or mangers
  2. Quorum
  3. Control
  4. Removal of managers
  5. Voting

14. Current bank signature card or signed letter from business banking institution to include:

* Business full name
* Bank account number and
* Authorized signature on bank account

15. Current professional licenses and permits if needed

16. Current signed business site lease agreement including:

* amendments and
* renewals.
* if not the property owner without formal written lease agreement, provide a copy of the most current county tax appraisal for the property.