

Worksheet to form a LIMITED LIABILITY COMPANY

The **Name of the Company** you want to form is:

The **Street Address** of the principal office of the Company is:

The **Mailing Address** if different from principal address:

Business Phone # _____

Email address (required by the State of Florida): _____

Specific type of business activity: _____

Will you be using a truck weighing over 55,000 pounds _____

Will you have payroll _____ Start date for payroll _____

OWNERS:

Manager:

Name

Address:

SS#:

Drivers License #:

% of Ownership in business:

Birthday:

Email address:

OTHER AUTHORIZED MEMBERS (IF ANY):

1. Name:

Address:

SS#:

Birthday:

Drivers License #

% of Ownership in business

Email address

2. Name

Address:

SS#:

Birthday:

Drivers License #

% of Ownership in business

Email address

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT,
IN AND FOR DUVAL COUNTY, FLORIDA

DISCLOSURE FROM NONLAWYER

I, _____, certify that Jennifer Caccioppoli of Professional Services by Jenn & Jenn, LLC, explained to me that he or she is not an attorney who is a member in good standing of the Florida Bar and that he or she CANNOT: 1) give me legal advice; 2) tell me what my legal rights or remedies are; 3) represent me in court; or 4) tell me how to testify in court.

This nonlawyer further explained to me that he or she CAN ONLY: 1) help me fill out forms that have been approved by the Supreme Court of Florida; 2) ask me questions to fill in the form(s); and 3) show or explain to me how to file the form(s).

____ I can read English.

____ I cannot read English, but this disclosure was read to me by _____ in _____.

Dated: _____

Signature of Party

Jennifer Caccioppoli
Professional Services by Jenn & Jenn, LLC
6554 103rd Street
Jacksonville, FL 32210
904-777-1533

Forming a new Florida Limited Liability Company

Thank you for choosing ABS of Jacksonville to prepare and file the paperwork to form a new Florida Limited Liability Company. We will prepare all of your necessary forms including an Operating Agreement. We can generally prepare it, get it ready for you to sign and file it with the State of Florida, in 1-2 days.

Fees:

ABS of Jacksonville preparation fee and the State of Florida filing fee is a **total fee of \$450.00**. (If you want it to be taxed as a **Sub-S Corp our fee will be \$550.00**)

Here is what we will do for you:

1. Prepare the Articles of Organization.
2. Prepare the minutes of Organization.
3. Prepare the Operating Agreement.
4. Electronically file your articles with the State of Florida.
5. Obtain a Federal Tax Identification number.
6. Register electronically for workers comp exemption for construction exemption if necessary (they charge \$51 for a 2 year exemption)
7. File form 2553 to make you a Sub-chapter S corporation if you want to be taxed as a corporation.
8. File form DR1 with the state to register for Florida unemployment and Sales tax if necessary.
9. File your Beneficial Owner Information Report.