

# INFORMATION FORM FOR A LIMITED LIABILITY COMPANY

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

The **mailing address** and street address of the principal office of **the Company** is:

County doing business in: \_\_\_\_\_ Business Phone # \_\_\_\_\_

Type of Business \_\_\_\_\_

Email address: \_\_\_\_\_

## MANAGEMENT:

### **Manager:**

Name

Address:.

SS#

Drivers License #

% of Ownership in business

Birthday

Email address

## **OTHER MEMBERS (IF ANY):**

1. Name

Address:.

SS#

Drivers License #

% of Ownership in business

Birthday

Email address

2. Name

Address:.

SS#

Drivers License #

% of Ownership in business

Birthday

Email address

## **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 and can generally get the whole process completed in just a few days.

### **Fees:**

\$225.00 or \$250.00 if it is to be taxed as a S-Corp

State of Florida filing fee is \$138.75

**Total fee of \$363.75 or \$388.75**

### **Here is what we will do for you:**

1. Prepare the Articles of Organization.
2. Prepare the minutes of Organization.
3. Prepare the affidavit of ownership.
4. Electronically file your articles with the State of Florida.
5. Obtain a Federal Tax Identification number.
6. File form DR1 with the state to register for Florida unemployment and Sales tax if necessary.
7. Prepare the exemption form for construction exemption if necessary.

## **LLC Requirements**

As a LLC, you can choose to be formed as a corporation, a partnership, or as a single member entity. You will file your taxes according to which entity type you choose for your LLC.

**Each year the LLC will have to submit an annual report with the State of Florida, this is basically just a tax. The form must be filed electronically at Sunbix.org and submitted by May 1st with a fee of \$138.75. After May 1<sup>st</sup>, the fee goes up by \$400.**