

LIMITED LIABILITY COMPANY  
INFORMATION ORGANIZER

(SINGLE MEMBER LLC)

(Also use for Married Couple who jointly hold a single member interest)



1400 W. Benson Blvd., Suite 370  
Anchorage, AK 99503  
907-258-3224 phone  
907-258-3229 fax  
[info@durrell.com](mailto:info@durrell.com)  
[www.durrell.com](http://www.durrell.com)

**INFORMATION FOR ORGANIZING  
LIMITED LIABILITY COMPANY**

**General Information:**

Name of LLC: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Applications/Registrations:**

CPA    DLG    Client

\_\_\_\_\_ Federal EIN Application (social security number of member \_\_\_\_\_-\_\_\_\_-\_\_\_\_)

\_\_\_\_\_ Alaska Business License Application\*

\_\_\_\_\_ Alaska ESC (Employment Security Compensation) Registration

(For each item identify who will be responsible for the application or registration.)

\*Client will be responsible for obtaining any necessary occupational license(s).

**Timing of Organization:**

The organization of an LLC typically takes 4-6 weeks. We can expedite the organization if you would like us to do so. If we expedite, the organization would take 7-10 days. The filing fee payable to the State without expediting is \$250. The fee payable to the State for an expedited filing would be \$400. The fees for our services are roughly 25% higher if you ask that we expedite the organization.

Should the organization of the LLC be handled on an expedited basis?      \_\_\_\_\_      \_\_\_\_\_  
Yes      No

**Registered Agent:**

\_\_\_\_\_ DLG Services, Inc.      (DLG Services will serve as registered agent only if the LLC is on DLG Services' maintenance system [\$200/year].)

\_\_\_\_\_ Other      Agent's Name: \_\_\_\_\_

Agent's Mailing Address: \_\_\_\_\_

Agent's Physical Address: \_\_\_\_\_

**Articles of Organization:**

Purpose: What is the project/business to be undertaken by the LLC? \_\_\_\_\_

Duration: The LLC will continue in perpetuity until dissolved by the members, unless you want to specify a limited duration. Do you want to limit the duration? Yes \_\_\_\_ No \_\_\_\_ (If yes, on what date should the LLC end? \_\_\_\_\_.)

Projected date the LLC will commence to transact business? \_\_\_\_\_

The attorney with whom you are working at Durrell Law Group generally serves as the organizer of the LLC to avoid a delay in filing the Articles with the State. Would you prefer that someone else serve as the organizer? \_\_\_\_\_ (yes or no). If yes, provide the name and address of the organizer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Members:**

Member Name & Address	Name of Representative (if member is a business entity)	Duties (if applicable) (* denotes Member selected to serve as Tax Matters Partner)	Initial Contribution	Profit Sharing Percentage

**Married Couple Members:** (complete only for a married couple Member)

Will the interest be held with a right of survivorship (in event of death)?  
Yes \_\_\_\_ No \_\_\_\_

**Management:**

An LLC can be managed by its members or by one or more managers.

Member Managed: A member-managed LLC is similar to a general partnership where the partners manage the business and own the partnership (the role of the members is similar to the role of the partners).

Manager Managed: A manager-managed LLC is similar to a corporation where the board of directors manages the business, but the shareholders own the corporation (the role of the managers is similar to the role of the directors and the role of the members is similar to the role of the shareholders).

Select a management structure: \_\_\_\_\_Member Managed \_\_\_\_\_Manager Managed

**Manager Managed:** (Complete only if you selected Manager Managed)

The initial Managers will be listed in the organizational documents. Thereafter, Managers generally may be removed or appointed by the Members.

Manager Name	Address

**Employees:**

Will the LLC have employees? \_\_\_\_Yes \_\_\_\_No

If yes: The highest number of employees in the next 12 months? \_\_\_\_\_

First date that wages will be paid: \_\_\_\_\_