



# THE BLACKBURN LAW FIRM, PLLC

P. O. Box 70, Olive Branch, MS 38654  
Phone: 662-895-6116 / Fax: 662-895-6121

## LLC – TENNESSEE INFORMATION SHEET

### **Client Information:**

Name: \_\_\_\_\_ Social Security No: \_\_\_\_\_

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

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**What is the best way to contact you? \_\_\_\_\_ Email \_\_\_\_\_ US Mail \_\_\_\_\_ Phone no: \_\_\_\_\_**

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### **LLC information:**

Name of LLC (must end in LLC.): \_\_\_\_\_

Business address of LLC: \_\_\_\_\_

What will be the principal business of the LLC: \_\_\_\_\_

The LLC will need a Registered Agent located in Tennessee. This person will accept any service of process for the LLC in the event the LLC is sued. \_\_\_\_\_

Address of Registered Agent (must be in MS): \_\_\_\_\_

Federal Tax ID # for LLC: \_\_\_\_\_

Name of Accountant: \_\_\_\_\_

Accountant Phone: \_\_\_\_\_ Address: \_\_\_\_\_

**Members:**

List the name, address, exact percentage of ownership and initial contribution of each Member of the LLC:

1.  
Name: \_\_\_\_\_ % of ownership interest: \_\_\_\_\_ Initial contribution: \_\_\_\_\_  
Address: \_\_\_\_\_

2.  
Name: \_\_\_\_\_ % of ownership interest: \_\_\_\_\_ Initial contribution: \_\_\_\_\_  
Address: \_\_\_\_\_

3.  
Name: \_\_\_\_\_ % of ownership interest: \_\_\_\_\_ Initial contribution: \_\_\_\_\_  
Address: \_\_\_\_\_

4.  
Name: \_\_\_\_\_ % of ownership interest: \_\_\_\_\_ Initial contribution: \_\_\_\_\_  
Address: \_\_\_\_\_

**LLC Agreement information:**

1. How will the LLC be managed? For example, will there be one (1) managing member or will all members participate in the management of the LLC? If so, will management of activities taken by the LLC be subject to unanimous or majority vote? For example, will all members have to agree to expel a member or add an additional member or can this decision by majority vote?

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

2. Will one (1) member control the money and disbursements (checking account) of the Company or will two (2) or more members need to sign checks?

\_\_\_\_\_

3. If a member wishes to sell his membership interest, should the other members have the right of first refusal? If so, at what price and how will the payment be structured?

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

4. Do you want a provision for a buy out in the event of disability? If so, how long should a member be disabled before he must sell his interest? Will a disabled member receive a salary during his disability? If so, how much and for how long? Will there be a disability policy purchased by the LLC for the members?

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5. What happens upon the death of a member? Are there insurance policies in place to fund the purchase of the deceased members interest from his estate? How do we value the decedent's interest for settle a purchase price? What happens if the insurance proceeds are not enough to pay full price? What happens if the insurance over funds the purchase, where do the excess funds go?

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6. Please list any other provisions you would like added to the agreement:

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