

# DEMPSEY, ROBERTS & SMITH, LTD.

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### RE: FORMATION OF AN LLC

Dear LegalShield Member:

After forming your LLC you need to make sure you do the following:

1. Purchase a "Company Kit", which is where we suggest you maintain all of the documents associated with your Limited Liability Company documents. The Company Kit also contains Ownership Certificates which must be filled out in accordance with the Ownership Certificate assignment information contained in the Company's Operating Agreement. The completed Ownership Certificate(s) **must** be signed by the Member(s) of the LLC. Once completed, the Ownership Certificate should then be inserted into the company Kit in the section labeled "Ownership Certificates".
2. Complete the Operating Agreement which the Member(s) of the LLC **must** sign and date. That Operating Agreement should then be inserted into the Company Kit in the section labeled "Operating Agreement".
3. Complete the Minutes of the First Meeting of the Members of the LLC which the Member(s) of the LLC **must** sign and date. Those Minutes should then be inserted into the Company Kit in the section labeled "Meeting Minutes".
4. File with the Internal Revenue Service Form SS-4, (Application for Employer Identification Number). You **must** do this in order for your Limited Liability Company to have assigned to it a designated number for taxation purposes.
5. If your Limited Liability Company will be hiring employees, file an application with the State of Nevada, Division of Industrial Relations, for Workmen's Compensation Insurance. If your LLC will not be hiring employees, you still must file a Workman Compensation Insurance Waiver Form with the State of Nevada Division of Industrial Relations.

6. File a Child Support Compliance Exemption Form, that is part of the business licensing packet that can be obtained from either the Clark County or City Business and Licensing Departments.
7. If your business is located in Washoe County, Nevada, (check with the County Zoning Department to confirm that indeed your business is located within Washoe County).you may need to file an application for a County Business License, with the County Business and Licensing Department.
8. If your business is located in the City of Reno, (check with the City Zoning Department to confirm that indeed your business is located within the City of Reno), you may need to file an application for a City Business License, with the Reno Business and Licensing Department.
9. If your business is located in any of the incorporated Cities or Towns within Washoe County, check with the Business and Licensing Departments in those Cities or Towns where you will be conducting business, and ask if you need a license to do business in that City or Town. If so then inquire as to what documentation you need to complete to obtain the appropriate Business License.
10. If you plan to operate your business from your home, which is located within any of the jurisdictions indicated above, you may need to apply for a Home-Based Business Exemption, which will allow you to legally conduct business from your home. Be sure to ask the County, City or Town Business and Licensing Department if that is a requirement.
11. It is very important that if you are required to obtain a County, City or Town Business License, that you do so, because your failure to do so may carry penalties.
12. You must also file a Taxation Supplemental Form with the Nevada Department of Taxation.

These State, County, City and Town forms and Business License applications, (if required), may be found in the Business Application Packet which you may obtain from either the County, City or Town Business Licensing Departments.

Please be advised that the foregoing is a list of the applications that you need to file . However, this list is not all-inclusive. Depending on the type of business you plan to conduct, you may be required to file additional forms and/or applications. Be sure to check with the Nevada Department of Business and Industry, for a complete list of all of the applications which you maybe required to file.

Sincerely,

DEMPSEY, ROBERTS & SMITH, LTD.