



PERKINS



LAW
PLLC

LLC START-UP PACKAGE

Whether you are starting a new business, reorganizing an existing one, or forming a new entity to hold title to investment real estate, let Perkins Law help you navigate the process of organizing a Virginia limited liability company and provide the following services on a flat fee basis:

1. Confirming desired LLC name availability with the Virginia State Corporation Commission.
2. Drafting and filing Articles of Organization with the SCC.¹
3. Drafting an Operating Agreement for the LLC.
4. Preparing IRS Form SS-4 and obtaining an EIN for the LLC on the IRS web site.
5. Preparing and filing certificates of assumed name at local and state levels (if applicable).²
6. Answering questions regarding local business license requirements.
7. Answering questions regarding state taxpayer registration Form R-1.
8. Serving as registered agent in Virginia for the LLC for the first year (an annual fee for registered agent service will apply in subsequent years).
9. Preparing an LLC minute book for the LLC's organizational documents.
10. Telephone and e-mail consultations on general LLC maintenance issues.³

¹ The flat fee does not include the State Corporation Commission filing fee.

² The flat fee does not include the filing fees for such assumed name filings, which vary by locality but are generally under \$20.

³ This flat fee start-up package does not include advice or assistance with questions or issues concerning compliance with applicable securities law. Perkins Law is pleased to offer assistance with securities law compliance matters and private offering transactions under separate terms of engagement.