G.H. Byrd Consulting LLC
DISCRETION. STRATEGY. RESULTS.

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Virginia LLC Formation Questionnaire

Your choices. Your documents.

How this works

You make every choice on this form. We copy your answers onto the State Corporation Commission filing and our standard organizing documents, exactly as you write them, and we file only after you approve the finished documents in writing.

G.H. Byrd Consulting LLC is not a law firm. We cannot tell you which choices are best for you, recommend an entity type or terms, or write custom provisions. For advice, consult a licensed Virginia attorney or a tax professional of your choosing. If you are unsure about any item, leave it blank or mark the box that says you will ask your own attorney.

Easiest: fill this out online at ghbyrd.com/services/formation-questionnaire.html. This printable copy has the same questions. If you use the paper copy, we will tell you where to send it. Do not write a Social Security number anywhere on this form. If we need identifying numbers for the IRS application, we will collect them separately and securely.

1. About your business

Business name you want (include LLC or Limited Liability Company)

Second-choice name, if the first is not available

What the business does (one line)

Principal office street address | City | State | ZIP

Mailing address, if different

Contact name | Phone | Email

2. Entity type

This service prepares Virginia limited liability company filings only.

- ☐ I have chosen to form a Virginia limited liability company.
- ☐ I have not decided. I will ask my own attorney or tax professional and return this form after I decide.

3. Registered agent

The registered agent receives legal papers for the company. You pick the agent. Whoever you name must agree to serve and must meet Virginia's requirements; we do not verify eligibility. If you are unsure, ask your attorney or the State Corporation Commission.

- ☐ One of the owners or managers I list below
- ☐ Another individual I name below
- ☐ A registered-agent company I name below

Registered agent name

Virginia street address of the agent

- ☐ The registered agent has agreed to serve.

4. Owners

List everyone who will own part of the company. Ownership percentages and contributions are your decisions; we copy them as written.

Owner full name	Address	Ownership %	Contribution $

5. Who manages the company

- ☐ The owners manage the company (member-managed).
- ☐ The managers I name below manage the company (manager-managed).

Manager names, if manager-managed

People authorized to open and sign on the bank account

Bank name, if known

6. Operating agreement choices

Our standard operating agreement form offers the options below. Check one box in each row. If none fits, or you want a different term, mark the last box: your own attorney will provide that term, and we cannot write it.

A. How ordinary decisions are made

- ☐ By owners holding a majority of the ownership percentages.
- ☐ Only by unanimous consent of all owners.
- ☐ By the manager or managers I named above.
- ☐ My attorney will provide this term.

B. How profits are shared

- ☐ In proportion to ownership percentages.
- ☐ My attorney will provide this term.

C. Adding a new owner

- ☐ Requires the written consent of all owners.
- ☐ Requires the written consent of owners holding a majority.
- ☐ My attorney will provide this term.

D. Selling or transferring an ownership interest

- ☐ Allowed only with the written consent of the other owners.
- ☐ Allowed freely by each owner.
- ☐ My attorney will provide this term.

E. Fiscal year

- ☐ Calendar year (January 1 to December 31).
- ☐ My attorney will provide this term.

F. Tax treatment (we copy your answer; we do not advise on taxes)

- ☐ No special election. The company will be taxed by default for its number of owners.
- ☐ I will make an election with my own tax professional.
- ☐ I am not sure. I will ask my tax professional before returning this form.
- ☐ My attorney will provide this term.

Tax questions can be answered by a tax professional of your choosing, including our separate sister firm, Emrys Tax Advisors.

7. Your approval

- ☐ I made every choice on this form myself.
- ☐ I understand G.H. Byrd Consulting LLC is not a law firm, did not give me legal advice, and cannot tell me which choices are best for me.
- ☐ I was told I may have an independent Virginia attorney of my choosing review my documents before I sign or file them.
- ☐ I understand nothing will be filed until I approve the completed documents in writing.

Signature (type your name or sign after printing)	Printed name	Date