



Guides you through the process of setting up your business as an LLC, without paying expensive attorneys

The limited liability company is a hybrid type of business structure. It contains elements of both a traditional partnership and a corporation. The limited liability company form of business structure is relatively new. Only in the last few years has it become available as a form of business in all 50 states and Washington D.C. Its uniqueness is that it offers the limited personal liability of a corporation and the tax benefits of a partnership.

This CD answers questions about:

- Operation and management of your LLC
- Start-up and organization
- Voting Rights
- Division of profits
- Taxation

- *Save Money*
- *Lower Taxes*
- *Reduce Liability*

A clear and easy-to-follow blueprint for setting up your Limited Liability Company. Everything you need including...

- Business, Financial and Marketing Plans
- Financial Recordkeeping Documents
- Leases
- Operating Agreements
- Payroll Documents
- Tax Forms
- Clear and detailed instructions



Start a Limited Liability Co. on CD

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(text and PDF form)

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Commercial Lease (text and PDF form)
Assignment of Lease (text and PDF form)
Consent to Assignment of Lease (text and PDF form)
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Amendment of Lease (text and PDF form)
Extension of Lease (text and PDF form)
Sublease (text and PDF form)
Consent to Sublease (text and PDF form)
Notice of Breach of Lease (text and PDF form)
Notice of Rent Default (text and PDF form)
Landlord's Notice to Terminate Lease (text and PDF
form)
Tenant's Notice to Terminate Lease (text and PDF form)
Mutual Termination of Lease (text and PDF form)
Receipt for Lease Security Deposit (text and PDF form)
Rent Receipt (text and PDF form)
Notice of Lease (text and PDF form)
Notice to Vacate Property (text and PDF form)

IRS FORMS-ON-CD

(All IRS forms are PDF forms)
IRS Form SS-4: Application for Employer
Identification Number
IRS Form 940: Employer's Annual Federal
Unemployment (FUTA) Tax Return
IRS Form 940-EZ: Employer's Annual Federal
Unemployment (FUTA) Tax Return
IRS Form 941: Employer's Quarterly Federal
Tax Return
IRS Form 1040: U.S. Individual Income Tax Return
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and Loss
IRS Schedule D (Form 1040): Capital Gains and
Losses
IRS Schedule C (Form 1040): Profit or Loss from
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IRS Schedule C-EZ (Form 1040): Net Profit from
Business (Sole Proprietorship)
IRS Schedule SE (Form 1040): Self-Employment Tax
IRS Form 1040-ES: Estimated Tax for Individuals
IRS Form 1065: U.S. Return of Partnership Income
IRS Schedule K-1 (Form 1065): Partner's Share of
Income, Credits, Deductions, Etc.

IRS Form 1096: Annual Summary and Transmittal
of U.S. Information Returns
IRS Form 1099-Misc: Miscellaneous Income
IRS Form 1120: U.S. Corporation Income Tax Return
IRS Form 1120-A: U.S. Corporation Short-Form
Income Tax Return
IRS Form 1120-W: Estimated Tax for Corporations
IRS Form 8829: Expenses for Business Use of
Your Home
IRS Form 8832: Entity Classification Election
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IRS Form W-3: Transmittal of Wage and Tax
Statements
IRS Form W-4: Employee's Withholding Allowance
Certificate

Introduction

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- B. Partnership
- C. Corporation
- D. C-Corporation
- E. S-Corporation
- F. Limited Liability Company

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- A. Business Plan Worksheet
- B. Preparing Your Business Plan
- C. Preparing Your Executive Summary
- D. Executive Summary
- E. Compiling Your Business Plan

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- A. Business Marketing Worksheet

5. Developing a Financial Plan

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- H. Limited Liability Company Existence
- I. Division of Profits and Losses
- J. Voting Rights of Members
- K. Membership and Management Meetings
- L. Member and Manager Liability to Others
- M. Additional Default Rules
- N. Taxation of Limited Liability Companies

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- A. The Importance of Recordkeeping
- B. Limited Liability Company Paperwork Checklist

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- A. Pre-Organization Worksheet
- B. Pre-Organization Checklist
- C. Document Filing Checklist
- D. Application for Reservation of Limited Liability
Company Name

9: Articles of Organization

- A. Articles of Organization Checklist
- B. Sample Articles of Organization

10: Operating Agreement

- A. Operating Agreement Checklist
- B. Sample Operating Agreement

11: Members Meetings

- A. First Members Meeting Checklist
- B. Minutes of First Members Meeting
- C. Annual Members Meeting Checklist
- D. Other Possible Business Discussions
- E. Minutes of Annual Members Meeting

12: Amendments to Articles of Organization or Operating Agreement

- Amendment to Articles of Organization
- Amendment to Operating Agreement

13. Termination of Limited Liability Company

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- Termination of Limited Liability Company Agreement

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- Independent Contractor Agreement
- Contractor/Subcontractor Agreement

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- Accounting Systems
- Accounting Periods
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 - Income Chart of Accounts
- B. Expense Accounts
 - Expense Chart of Accounts
- C. Asset and Liability Accounts
 - Balance Sheet Chart of Accounts
- D. Chart of Accounts
 - Sample Chart of Accounts
- E. Tracking Business Assets
 - 1. Current Assets
 - Current Asset Account
 - 2. Inventory
 - a. Physical Inventory Report
 - b. Periodic Inventory Report
 - c. Cost of Goods Sold Report
 - 3. Fixed Assets
 - Fixed Asset Account
- F. Tracking Business Debts
 - 1. Accounts Payable Record
 - 2. Long-Term Debt Record
- G. Tracking Business Expenses
 - 1. Weekly Expense Record
 - 2. Monthly Expense Summary
 - 3. Annual Expense Summary
- H. Tracking Business Income
 - 1. Tracking Cash
 - a. Weekly Cash Report
 - b. Monthly Cash Report Summary
 - 2. Tracking Income
 - a. Weekly Income Record
 - b. Monthly Income Summary
 - c. Annual Income Summary
 - 3. Tracking Credit Sales
 - a. Monthly Credit Sales Record
 - b. Credit Sales Aging Report
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 - 1. Invoice
 - 2. Statement and Past Due Statement
 - 3. Credit Memo

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- A. Setting up Your Payroll
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- C. Employee Payroll Record
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- E. Annual Payroll Summary
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GLOSSARY

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