

LLC Member Admission Checklist

BASIC INFORMATION

LLC Name:

New Member Name:

Date of Admission:

CHECKLIST

- â–ª Review LLC Operating Agreement for admission procedures
- â–ª Obtain approval of existing members (if required)
- â–ª Prepare Written Consent/Resolution admitting new member
- â–ª Draft and execute an Amendment to Operating Agreement
- â–ª Update Capital Contributions and Membership Interests records
- â–ª Collect required documentation from new member
- â–ª Update LLC's records and member ledger
- â–ª Provide copies of amended agreement to all members
- â–ª Update tax documents/EIN records if necessary
- â–ª File any required changes with the state authority

SIGNATURES

Authorized Signatory:

Date:

Notes: