

Information Needed to Complete LLC Formation and Tax ID Paperwork:

1. The name of the limited liability company.
2. Trade name, if different.
3. The name and address of each member of the limited liability company.
4. Name, address, and social security number of the responsible party (for tax purposes).
5. The name, physical address, and/or mailing address of the initial registered agent. You should only personally serve as your own registered agent if you maintain regular business hours at the listed address in North Carolina. The listed address will be available to the public.
6. Does the limited liability company currently have a principal office? If so, provide the physical address and/or mailing address and the principal office telephone number.
7. Do you want to list the names of any other company officials? Not required. If so, list names, addresses, and title.
8. Business email address. This is also not required; however, we recommend it because the Secretary of State's Office will e-mail the business automatically at no cost when a document is filed (including notice of upcoming due dates). The e-mail provided will not be viewable on the website.
9. Highest number of employees expected in the next 12 months.
10. Do you want your accounting year to end on Dec. 31 or operate under a different fiscal year period?
11. Have you paid any wages? Let us know if you do so before getting your FEIN.
12. Has this specific business entity ever been issued a FEIN number before?