

WORKSHEET FOR PREPARATION AND FILING OF NEW YORK  
ARTICLES OF ORGANIZATION

Name of Company (in order of preference / name must include LLC or Limited Liability Company)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Service of Process Address (use a PO Box or Street address, anywhere in the US, but NOT both):

\_\_\_\_\_  
\_\_\_\_\_

Street address of Principal Business Location: \_\_\_\_\_

LLC will be managed by one or more Members or Managers (choose one): \_\_\_\_\_

(If not specified, we use management by "Members")

County in NYS where the principal office is located:: \_\_\_\_\_

Duration: Perpetual \_\_\_\_\_ Other: \_\_\_\_\_

Would you like us to Publish on your behalf (thereby meeting the statutory requirement)?

YES:(send quote only) \_\_\_\_\_ (Prepay Now) \_\_\_\_\_ Or NO, not at this time: \_\_\_\_\_

PREPARE AND FILE	\$ 75.00
DISBURSEMENT TO DEPT. OF STATE (Filing)	\$ 200.00 Routine 225.00 Rush
CORPORATE OUTFIT	\$ 85.00**
SHIPPING (UPS Ground)	\$ 8.50**
ADMINISTRATIVE HANDLING	\$ 5.00
SALES TAX (Based on 8.875% - yours may differ)	\$ 8.30
TOTAL	\$ 381.80 routine/\$406.80 rush PLUS PUBLICATION COSTS

(Times: Routine 3 - 4 weeks (estimated) or Rush 24-48 hours - these are State time frames)

\*\*\*\*\*

Your Name & Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

LET THIS LETTER SERVE AS MY AUTHORIZATION TO CHARGE: \$ \_\_\_\_\_

Card#: \_\_\_\_\_ Expires: \_\_\_\_\_

Name & Billing address of Cardholder: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

\*\*\*Please note: this fee is an ESTIMATE only.  
It is possible to incur additional fees that WILL be charged to this card.\*\*\*