

Worksheet for Preparation/Filing of NY LLC Conversion

(a General Partnership or LP to an LLC)

Date: _____

1. Name of Partnership (indicate whether a limited or general partnership):

2. Name of the NEW limited Liability Company:

3. Location of Principal Office: County of _____

4. Service of Process Address:

5. LLC is to be managed by (choose one): Members _____ Managers _____

6. Duration: Perpetual _____ or Other: _____

7. Name of Partner Authorizing:

Name: _____

8. Publish this entity: Send quote _____ or Payment included _____

Fee to Prepare and File:	\$ 125.00
Disbursement to Dept. of State (filing)	\$ 225.00
Corporate Outfit	\$ 85.00 (Optional)
Shipping (UPS Ground)	\$ 9.50
Administrative Handling	\$ 5.00
Sales Tax (Based on 8.875% - yours may differ)	\$ 8.39
Publication	\$ <i>Varies by County*</i>
Total:	\$ 457.89*

Contact Name : _____ **Email:** _____

Firm / Business Name: _____

Phone #: _____ **Fax #:** _____

Billing/Mailing Address: _____

Address for delivery of Corporate Documents:

Let this letter serve as my authorization to charge Amex/MC/Visa (*Initial Here*) _____

Card #: _____ Expires: _____

IN THE AMOUNT OF: _____

Print Name of Card Holder: _____

Signature of Card Holder: _____

**Please note: This fee is an estimate only. It is possible to incur additional disbursements to complete this order. If so the additional fees will be charged to this credit card.*