

## Worksheet for Preparation/Filing of NY LLP

**Date:** \_\_\_\_\_

**1. Name of Entity:** *(In order of preference and including corporate indicator)*

1. \_\_\_\_\_
2. \_\_\_\_\_

**2. Profession to be practiced** (licensed profession): \_\_\_\_\_

**3. Name and Address for each Partner:** *(attached an additional sheet if necessary)*

Name \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

**4. Service of Process Address:** (this may be a PO box or street address, but NOT both)

\_\_\_\_\_

**5. Principal Business Address:** \_\_\_\_\_

\_\_\_\_\_ **County** \_\_\_\_\_

**6. Duration:** Perpetual \_\_\_\_\_ Other \_\_\_\_\_

**7. Would you like us to obtain an EIN#? (\$55):** Yes \_\_\_\_\_

**8. Publish this entity:** Send quote \_\_\_\_\_ or Payment included \_\_\_\_\_

Prepare and File:	\$ 95.00
Obtaining Certified Copy	\$ 15.00
Disbursement to Dept. of State (filing)	\$ 235.00
Administrative Handling	\$ 5.00
Total:	\$ 350.00

**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: \_\_\_\_\_