



# LLC Formation Checklist

September 2025

## LLC Formation Checklist

### 1. Founder Information

- ✓ Full Legal Name (as per Passport)
- ✓ Date of Birth
- ✓ Nationality
- ✓ Contact Email & Phone Number
- ✓ Residential Address (with Postal Code)
- ✓ Valid ID or Passport Copy (Scanned PDF or Image)

### 2. Business Details

- ✓ Proposed Company Name (2–3 name options recommended)
- ✓ Nature of Business / Industry
- ✓ Business Description (2–3 sentences)
- ✓ Preferred U.S. State for LLC Formation (e.g., Delaware, Texas, Wyoming)
- ✓ Number of Members / Owners
- ✓ Ownership Percentages (if more than one member)

### 3. Company Structure Documents

- ✓ Operating Agreement (we'll provide a draft if needed)
- ✓ Articles of Organization (prepared by Max3PL)
- ✓ EIN / Tax ID Application (we'll handle filing)
- ✓ Registered Agent Consent Form (handled by Max3PL)
- ✓ Company Mailing Address Setup

### 4. U.S. Tax & Compliance Documents

- ✓ EIN Application Form (SS-4 or via IRS online system)
- ✓ ITIN Application (if required for non-resident owners)
- ✓ Beneficial Ownership Information (BOI) form (FinCEN compliance)
- ✓ W-8BEN Form (for non-U.S. partners/sellers)

### 5. Optional Add-Ons

- ✓ Virtual U.S. Address & Mail Forwarding
- ✓ U.S. Phone Number / VoIP Line
- ✓ State Annual Report Filing Support
- ✓ Compliance Reminders Subscription

### 6. Processing Time

- 🕒 Standard LLC Formation: 3–5 Business Days
- 🕒 EIN Issuance (Non-U.S. Owner): 7–15 Business Days

### 7. Submit Your Documents

- ✉ Email your documents to: [info@max3pl.com](mailto:info@max3pl.com)
- 📍 Or upload securely via your Max3PL client dashboard.