

Year Covered _____ to _____

MANAGER MANAGED LIMITED LIABILITY COMPANY
QUESTIONNAIRE FOR ANNUAL MEETING OF MEMBERS

1. NAME OF LLC: _____

2. THE MANAGERS FOR THE COMING YEAR SHOULD BE AS FOLLOWS:

3. If distributions have been made to Members during the past fiscal year, whether in cash or other assets, please indicate to whom paid, amount and date:

NAME OF PAYEE	AMOUNT	DATE

4. Do you expect that any cash or asset distributions will be made to Members during the coming year? YES NO

If so, please give names, amount you expect to distribute and dates.

NAME OF PAYEE	AMOUNT	DATE

5. Did any employees of the LLC have expenses that were paid out-of-pocket?
 YES NO

6. Did the LLC reimburse the employee for the expense? YES NO

7. Has any employee set up a home office that is going to be tax deductible?
 YES NO

8. Do you need a Buy-Sell or related Agreement? YES NO

9. If a Buy-Sell or other Agreement which requires a valuation of the Fair Market Value of the LLC has been completed between the company and any Manager or Member, or between any Managers or Members, or between the company and any third parties, please determine such value as required by the Agreement and enter that value below.

10. Describe in detail any major purchases or sales of property during the past year, or anticipated purchases or sales of property in the coming year.

During the past year: _____

Anticipated in the coming year: _____

11. Describe in detail any leases that have been executed on behalf of the LLC since the last annual meeting.

12. If there has been a change in the banks used by the LLC during the past year, or such a change is desired in the coming year, please identify the change.

13. If there has been a change in the accountant used by the LLC during the past year, or if such a change is desired in the coming year, please state the name, address, and telephone number of the new accountant.

14. Are the books of account regularly maintained and are the books of account current?
 YES NO NOT SURE

Under the law, the company should maintain the following documents:

- A list of all Managers and Members of the company;
- A copy of all documents, agreements, licenses and certificates related to the company;
- Documentation on how much cash, property, or service each Member (including any predecessors in interest) has contributed to the company, when such contribution was made, the date of any agreed future contributions, and whether a Member has rights to a future distribution of all or part of his/her contributions;
- A copy of the company's federal, state and local tax returns and reports for the past three (3) years; and
- A copy of the company's financial statements for the past three (3) years.

15. Please state whether you wish to designate a new registered agent or change the address of the registered office; and if so, please indicate the name and address.

NAME: _____

ADDRESS: _____

16. Has your annual license renewal and report been prepared and filed with the State?

YES NO NOT SURE

17. Have there been any special Manager or Member meetings during the past year and if so, what was the substance of those meetings?

18. Have you adopted or amended any benefit plans? YES NO

If so, please state what changes were made.

19. Has the LLC **borrowed** money from a Manager or Member, or other sources or has the LLC made any loans to anyone? YES NO

If so, please state the details.

20. Has any Member of the LLC made any contributions to the company, whether in cash, property, or services rendered, or a promissory notes or other obligation to contribute cash or property or to perform services? YES NO

If so, please state the details.

21. Have there been any assignments of company interests since the last annual meeting? If so, please state in detail when, to whom, and how much interest in the company was assigned.

22. Please detail any other matters that you would like to have covered in your annual meeting or consent, and any other significant company actions which have occurred within the past year or which are anticipated in the coming year.

PLEASE DESIGNATE IF THE REQUIRED ACTION SHOULD BE TAKE BY:

CONSENT (In lieu of actual meeting--simplified form of document, which basically ratifies all actions of Managers and Members for previous year)

MINUTES (For use when meeting has been or will be held, provides a detailed record of actions of Managers and Members)

CONFERENCE DESIRED WITH ATTORNEY, PLEASE SCHEDULE APPOINTMENT.