

Order#:59010897

SHIP TO: Elizabeth Wichman
125 70th Street #2f
Guttenberg, NJ 07093



Dear Elizabeth Wichman:

Congratulations! Your limited liability company, dreembeetle LLC, has been formed in the state of New Jersey. We have created this personalized packet with your company's legal documents, step-by-step instructions for your required next steps, and a guide for starting and managing your company.

Even though your LLC has been formed, there are tasks that must be completed to ensure your company remains in good standing with federal, state, and local law. Turn to the next page for step-by-step instructions to learn how to complete these tasks.

If you have questions, we have several support options:

- **Help Guide to Your LLC** includes tips and best practices for starting and managing a company
- Log in to **My Account** (www.legalzoom.com/LZWeb/Welcome/SignIn.aspx) to learn about scheduling an attorney consultation
- **Customer Support** is available at businesssupport@legalzoom.com or (800) 773-0888 Mon-Fri, 5AM-7PM; Sat, 7AM-4PM Pacific Time

Thank you again for choosing LegalZoom. We look forward to serving you in the future.

Sincerely,

The LegalZoom Team

YOUR NEXT STEPS

☐ Review the Certificate of Formation

We have filed your company's *Certificate of Formation* with the state of New Jersey. A copy of your company's filed Articles is enclosed for your reference. Complete the following steps to confirm your company formation.

- Review the *Certificate of Formation* document in your packet to make sure all of your company information is correct.
- If there are any errors, contact LegalZoom at (800) 773-0888 (Mon-Fri, 6AM-7PM PT) or customercare@legalzoom.com.

Please note: You have elected to use LegalZoom to provide your company with a registered agent service. This service will send you important reminders about legal compliance, screen junk mail intended for your company, and receive any official court summons or notices on your behalf and then forward them to you. United States Corporation Agents, a wholly owned subsidiary of LegalZoom, will be the entity that will act as your registered agent.

If you change your company address, it is very important that you notify LegalZoom of the change. This will allow us to properly deliver important state notices and service of process. To notify LegalZoom of an address change, simply call (866) 698-0052.

You should have already seen a charge for this service. The LegalZoom Registered Agent service renews annually.

☐ Sign and Return Form SS-4

We have obtained your company's Employer Identification Number (EIN) from the Internal Revenue Service (IRS). This nine digit number is used by the IRS to identify your company in tax matters. Follow these steps to complete the *SS-4 application*:

- Review the form *SS-4 Application for Employer Identification Number* in your packet to make sure all information is correct.
- Have the listed officer sign and date the form.
- Mail the signed form back to LegalZoom using the envelope provided. You can also fax it to us at (323) 962-0227.

Please note: In your packet you may see a document that lists your EIN number. This document will be of official IRS letterhead and will have a detachable section at the bottom. **DO NOT SEND THIS TO LEGALZOOM.** The detachable section is for you to return to the IRS if you send them any correspondence by mail. They will use it to identify your account, if you send it to LegalZoom, we will have to send it back to you.

YOUR NEXT STEPS

☐ Review and Sign the Operating Agreement

We have created an *Operating Agreement* for your company. This agreement describes the company's ownership structure and sets forth how the company will be managed. Follow these steps to sign the *Agreement*.

- Review the *Operating Agreement* in your packet to make sure all the information is correct.
- If members are contributing cash to the company, write the amount of the contribution in *Exhibit A* of the *Agreement*. Cash is not the only asset a member can contribute. A member could contribute property, equipment, and even their time or labor. If a member is contributing something other than cash, you should speak with an attorney before determining the value of the asset.
- Have each member of the LLC sign the *Operating Agreement*.
- Give each member a photocopy of the signed *Agreement*.

Please note: See the *Help Guide*, included with these instructions, to learn how LegalZoom can help you schedule a consultation with an attorney.

☐ Distribute Membership Certificates

We have included *Membership Certificates* for your LLC. These *Certificates* confirm the company members' ownership. At least one *Membership Certificate* is provided for each member of your company. Follow these steps to properly distribute these *Certificates*:

- Have each member of the company sign a *Membership Certificate*.
- Make photocopies once all *Membership Certificates* are signed.
- Keep photocopies of signed *Certificates* in a secure location.

Please note: Although not legally required, many companies choose to use their official seal to stamp each *Membership Certificate*.

YOUR NEXT STEPS

☐ **Decide On a Tax Setup**

Since you formed a single-member LLC, the IRS initially classifies your business as a disregarded entity. If you wish to change the classification of your LLC to a Corporation or S-Corporation, you must complete and submit the required form to the IRS.

Once you decide, file the correct paperwork with the IRS as soon as possible.

To elect S-corporation status for your LLC, you also need to file IRS Form 2553. You can find this form at:

→ <http://www.irs.gov/uac/Form-2553,-Election-by-a-Small-Business-Corporation>

To elect corporate status for your LLC, you also need to file IRS Form 8832. You can find this form at:

→ <http://www.irs.gov/uac/Form-8832,-Entity-Classification-Election>

To learn more about tax classification for your LLC, and how LegalZoom can put you in touch with an accountant, please see:

→ *Review Your Company's Tax Options with an Accountant (in the **Help Guide to Your LLC**)*

☐ **Register with State Agencies**

You must register your company with the New Jersey Division of Revenue within 60 days of the formation of your entity. To get started follow these steps:

- A New Jersey Business Registration Application is included as part of your Compliance Package. To take advantage of this, please fill out our online questionnaire and we will send your documents to you for filing.
- Go to www.legalzoom.com and sign into your account.
- Go to the 'Completed Orders' tab in your My Account page.
- Click on the *Compliance Package* order in the list.
- In the *Compliance Package* page, click on *State Tax ID* and follow the onscreen instructions.

☐ **Prepare to File the Annual Report**

Your company must complete and file an *Annual Report* as required by state law. This document notifies the state agencies about any changes to your company's contact information and type of business. To learn more about this requirement, read below:

- See the step below called, *Find More Information About Managing Your Company* to learn how to contact the state agencies that handle business documents, such as an Annual Report.
- You have elected to have LegalZoom serve as your Registered Agent, and have enrolled in the *Compliance Package* service. This service will send you important reminders about your company, including reminders when your *Annual Report* is due.

YOUR NEXT STEPS

☐ **Separate Your Personal and Business Assets**

Keeping your business assets separate from your personal assets can help to maintain the liability protection of your LLC. To get started separating your assets, follow these steps:

- Consider opening a bank account and credit card account that is entirely in your company's name that will be used only for business expenses.
- Consider moving personal property that will be used by your company, such as real estate or a vehicle, out of your name and into the name of the company.
- Expect a call from a Small Business Specialist from Bank of America to discuss opening a business bank account for your company.

☐ **Find More Information About Managing Your Company**

To find more information about how to manage your company, see the following web sites and guides:

- Learn about programs designed to help small business succeed by reading about the U.S. Small Business Administration at: ***www.sba.gov***
- Learn about filing required state documents at the New Jersey Secretary of State website: ***www.state.nj.us***
- Learn more about your state tax requirements, deadlines, and required fees at the website: ***www.state.nj.us/treasury/taxation***
- The ***Help Guide to Your LLC***, located in this packet.

YOUR NEXT STEPS

☐ Start Using Your Compliance Package Benefits

Your enrollment in the *Compliance Package* entitles you to our most requested services:

- Business Tax Preparation - Your federal and state business income tax returns will be prepared by experienced accountants at 1-800Accountant
- Company Minutes Manager – You can create an unlimited number of accurate, professionally formatted minutes.
- Compliance Calendar – LegalZoom will notify you when important compliance dates are approaching so you will always know when you have to file required paperwork.
- Business Forms Library – You have access to the LegalZoom library of business forms, giving you unlimited access to forms such as Promissory Notes, Non-Disclosure Agreements, and Service-Related Agreements.
- Annual Reports – LegalZoom will help you create and file annual reports as often as you need.
- Attorney Network – You can schedule consultations with a business attorney licensed to practice in your state, at no additional charge.
- Guaranteed Filings – We guarantee that your annual reports will be filed on time.*

*** Please note:** You are responsible for paying any government filing fees. If we need additional information to complete your filing, we must receive that information at least 15 business days before the due date of that filing. We will reach out to you up to five times – by email, phone call or text message. If we cannot complete the filing because of your inaction or because you did not pay the filing fees, this guarantee will not apply.

You have access to these benefits right now. To get started go to your My Account page at www.legalzoom.com.