


Client interview checklists to register or renew a limited liability partnership

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Instructions

This Adobe PDF form for registering or annually renewing a Texas limited liability partnership (LLP) lets you fill in the form onscreen or print it and fill it out by hand. You can submit the form to Lawyer's Aid by email, by printing and faxing, or by phone. The form can be saved on your computer, copied, and reused.

The electronic version of the checklist features **key questions**. As you answer the key questions (those with a ) , other appropriate questions become active for you and show active blue boxes.

Useful tips pop up when your mouse hovers over many of the blanks. The last page of the checklist automatically totals your order to make it easier to mail payment simultaneously.

Add your further instructions and overflow text in the box on [page 4](#).

Instructions box:

Covered in these checklists

Limited liability partnership registration

Section A lets you register a new Texas limited liability partnership or re-register an existing Texas limited liability partnership, have Lawyer's Aid Service create the Application for Registration on archive bond, advance the filing fees, walk it through, and help you resolve any problems on the spot. Turnaround is normally 24 hours or less. For other entities and filings, see our [website](#) or call (888) 474-2112.

Customized binder, slipcase, and embossing seal

In Section B, you can choose to order a customized binder and slipcase, an embossing seal with the limited liability partnership's name, or both. The black vinyl three-ring binder shows the company name in gold on its spine and comes with a matching dust-proof slipcase. The heavy-duty seal embosses papers with a medallion of the company name.

IRS Employer Identification Number (EIN)

Section C allows you to order an EIN for a limited liability partnership. Lawyer's Aid deals with the IRS to obtain the federal tax ID on the limited liability partnership's behalf. You receive the EIN on the SS-4 form usually in 24-48 hours by your choice of email or fax, then mail. Multiple EINs for related entities are discounted.

A. Limited liability partnership registration or renewal checklist

1. Proposed name for the limited liability partnership. LLP names must contain limited liability partnership or an abbreviation of that phrase. If the partnership is a limited partnership, the name may include limited liability limited partnership or an abbreviation. The State does not require name exclusivity for LLPs. **Use exact punctuation and spacing.**

2. The IRS Employer Identification Number (EIN) for the LLP:
 will be obtained by Lawyer’s Aid based on instructions on [page 2](#) (see [page 3](#) for fees).
 is being applied for.
 has already been obtained. The EIN number is: _____

3. The **street** address of the principal office, inside or outside of Texas as applicable, is:
(Please note that while the principal office may be located outside Texas, this checklist is designed for a Texas LLP. Lawyer’s Aid does not register foreign LLPs.)

4. Has the LLP previously been registered with the Secretary of State? No Yes

5. Has the LLP filed, or is now simultaneously filing, as a limited partnership with the Secretary of State?
 No, it is a general partnership filing as an LLP. **Continue with question 6 and SKIP 7.**
 Yes. **SKIP to question 7 and continue.**

6. For a general partnership LLP, the number of partners involved is: _____
(A minimum of two partners is required.)

7. For a limited partnership LLP, the number of general partners involved is: _____
(List only the number of general partners, NOT limited partners. Minimum is one GP.)

8. The LLP is registered for the purpose of:
 “any lawful purpose”
 same purpose as initial registration (only if the LLP is re-registering)
 Other: _____ (additional space on [page 4](#))

9. Add optional delayed effective date to the Registration?
 LLP formation will be effective on _____

10. **Lawyer’s Aid cannot sign the Registration. For a general partnership, the Registration must be signed by a majority-in-interest of the partners, or by one or more partners authorized by that majority. For a limited partnership, any general partner may sign.**
Please provide the name and title of each signer (place overflow text in the Instructions box, page 4):

B. Checklist for customized binder, slipcse, and embossing seal

11. Would you like a black three-ring binder, slipcse, and embossing seal customized with the limited liability partnership’s name? (see [page 3](#) for prices)
 Binder, slipcse, and seal Binder and slipcse only Embossing seal None (continued)

C. Checklist for IRS Employer Identification Number (EIN)

- ☐ To register the new LLP with the IRS, a federal requirement, check the box to the left.

All fields are required.

Lawyer's Aid Service obtains your EIN, usually the same day or the day after the registration is done, and reports it to you immediately. You receive Form SS-4 by mail for your records. To order an EIN for any other kind of business entity, call (888) 474-2112 or see our [website](#).

12. Limited liability partnership name (if known):

13. LLP physical address:

- same as principal office
 a different address:

14. **If the general partner is an individual**, please provide:

Social Security Number: _____

If the general partner is a company, please provide:

The GP's EIN: _____

The full name of the GP's principal officer: _____

The officer's title: President Other: _____

15. Closing month of accounting year: December (recommended) other:

16. Fill in this box only if there will be employees in the next 12 months:

Highest number of employees expected in next 12 months:

Agricultural: _____ Household: _____ Other: _____

Earliest date wages may be paid: _____

Do you expect to pay \$4,000 or less in wages next calendar year (Jan. – Dec.)? Yes No

17. Type of business or activity (e.g. healthcare, construction, transportation, food service, real estate, retail, etc.):

18. Specific merchandise sold or produced, or services provided:

19. Business phone:

20. A Lawyer's Aid Service representative is authorized as third-party designee to obtain the EIN.

21. Notify me of EIN by: fax phone email (Original is mailed with bill.)

Fax, phone, or email address: _____

(continued)

D. Order form, prices, and contact information

Prices *include* state filing fees, sales tax, mailing of LLP Registration and EIN, and UPS shipment of binder, slipcase, and seal. All prices may change without notice.

1. To order, select the services desired:

LLP registration or renewal

Get the quickest turnaround possible. Lawyer’s Aid Service drafts and files the Registration, obtains the Acknowledgment of Filing, phones you with the file number or faxes the Acknowledgment (at your request), and mails the documents. Prices include the State’s \$200 fee per partner/general partner (GP), \$25 expedite fee, and \$50 Lawyer’s Aid fee.

- One partner/GP **\$275**
- Two partners/GPs **\$475**
- Three partners/GPs **\$675**
- Four partners/GPs **\$875**
- Five partners/GPs..... **\$1,075**
- Six partners/GPs **\$1,275**
- Seven partners/GPs..... **\$1,475**

Customized binder, slipcase, and seal

Professionally organize your limited liability partnership’s crucial documents with a custom three-ring binder, slipcase, and embossing seal (satisfaction guaranteed).

- Binder, slipcase, and seal **\$37.50**
- Binder and slipcase only **\$16.50**
- Embossing seal only..... **\$22**

Long name on embossing seal

41+ characters/spaces in partnership name... **\$10**

EIN service

Lawyer’s Aid completes Form SS-4 and gets your IRS EIN directly after registration.

- One EIN for a business entity **\$50**
- Two EINs for related business entities ... **\$65**

Federal Express service

Call (888) 474-2112 for options..... **Add \$** _____

2. Total the above services and items selected **\$**

3. Send to Lawyer’s Aid Service:

Email to maindesk@LawyersAidService.com **Print and fax** to (888) 474-4218 **Call** (888) 474-2112 to place your order

Please mail your payment simultaneously to:
 Lawyer’s Aid Service, PO Box 848, Austin, Texas 78767-0848

Guarantee

Unless you are thoroughly satisfied with your binder or seal, Lawyer’s Aid Service will replace it or issue a full refund.

Attorney’s name: _____ Phone: _____

Contact name: _____ Phone: _____

Firm name: _____ Fax: _____

Street address: _____

City: _____ State: _____ Zip: _____ Country: _____

Email: _____ Type or sign your name below to confirm you are sending simultaneous payment (required)

E. Your further instructions

Use this box to:

- Enter any special instructions you have about this order, including overflow text, special clauses, or queries about other services.
- Share your comments, complaints, or suggestions. How can we make things better?
- Tell us how to contact you about this order, if you have a preference.
- Let us know how you heard about Lawyer's Aid. An ad? A person?

If, when faxing or mailing in the form, any text overflows the box, please attach it.

Instructions box: