



ARIZONA LIMITED LIABILITY COMPANY FORMATION AGREEMENT
OVER 2,100 ARIZONA LLCs FORMED SINCE 2001
ATTORNEY FORMED, NOT DOCUMENT PREPARER FORMED



Complete this agreement to hire Arizona LLC attorney Richard Keyt & KEYTLaw, L.L.C. (the "Firm") to form an Arizona limited liability company for \$599. Paragraph 4 on this page states exactly what the Firm will do. Rick, a former partner in one of the largest law firms in Arizona, has practiced law and been forming entities in Arizona since 1980. In addition to a law degree, he has a masters degree (LL.M.) in federal income tax law from New York University School of Law.

For information about the Firm, see www.keytlaw.com and Rick's [biography](#). For in depth articles about Arizona LLCs, see the [Arizona LLC Library](#). If you have questions about LLCs or this Agreement or if you have any questions during the formation process, call Rick at 602-906-4953, ext. 1 (no charge for questions about forming and operating Arizona LLCs).

Complete this simple form in 5 – 10 minutes by typing the answers directly in the blank spaces or print the form and complete it with a pen. Instead of completing this form, you can call Rick's LLC legal assistant Katie at 602-906-4953, ext. 7 and give her your information over the phone. Deliver this form to us via email after you have entered all the data by clicking on the big red button on the last page that says **Submit to KEYTLaw Via Email**. After emailing, faxing or mailing this form to Rick, [click on this link to go to our secure online store](#) and pay by Visa, MasterCard or PayPal.

Complete LLC Formation Services: The Firm will perform the following legal services for a guaranteed amount of \$599: (1) unlimited telephone calls with Arizona LLC attorney Richard Keyt about forming and operating the Company, (2) name selection advice, (3) prepare custom drafted [Articles of Organization](#) and file it with the Arizona Corporation Commission ("ACC") on an **expedited** basis, (4) prepare the [ACC cover sheet](#), (5) give you the Articles with the ACC's "received" stamp, (6) give you Rick Keyt's custom-drafted **Arizona-specific** 100+ page book called the "[ARIZONA LLC QUICK START GUIDE](#)" that contains a detailed explanation of how to operate your new company and comply with applicable Arizona LLC law after formation, including how to obtain a federal employer ID number in a 5 – 10 minute phone call to the IRS, how to open the LLC's bank account, how to comply with Arizona LLC law to reduce the risk that a creditor may pierce the veil and hold the owners liable for the debts of the LLC, and a detailed discussion of the four possible ways LLCs can be taxed for federal income tax purposes, (7) give you the ACC's letter approving the Articles, (8) give you the Articles stamped with the ACC's "approved" stamp, (9) prepare a [Notice of Publication](#), (10) publish the Notice of Publication in a newspaper in the appropriate county, (11) obtain an Affidavit of Publication and file it with the ACC before the deadline, (12) prepare Rick Keyt's 40+ page **Charging Order Enhanced™ Operating Agreement** custom drafted for your LLC, (13) act as the LLC's statutory agent for its first year, (14) prepare [organizational resolutions](#) of the members, (15) prepare [membership certificates](#) for all members to prove ownership, (16) give you a high-quality [Arizona LLC Portfolio](#) with tabs in which to keep all important LLC documents, (17) give you a free one year membership in our LLC Concierge™ program (\$297 value). The \$599 includes **all formation costs** (\$85 ACC expedited filing fee & \$27 newspaper publication fee for Maricopa County publications), but if your LLC's place of business is not Maricopa county, we will bill you for the publication cost that exceeds \$27. After the first year, we charge \$99 a year payable in advance to continue as the statutory agent for the LLC, but the LLC can change its statutory agent at any time as explained in the Quick Start Guide.

We are not advising you with respect to and we are not responsible for selecting a name that does not infringe on a trademark or service mark. Before you select a name for your LLC, check the ACC's [Name Availability Database](#) to determine if your prospective LLC name is available in Arizona. The ACC will accept a proposed LLC name unless it is identical to the name of an existing Arizona entity or tradename.

We require payment in advance before we provide any services. Unless there are unforeseen costs (for example you want us to send documents to you via FedEx or out of the U.S.) or developments or you hire us for additional services unrelated to forming your company (at our current hourly rates), the amount you agree to pay in this Agreement will be the only amount you pay us for forming your LLC. We will send itemized invoices. You agree to pay any unpaid amount within ten days after we mail the invoice. If you do not pay an invoice within thirty days, we may charge interest on unpaid amounts at the rate of 1.5% per month, and we may terminate our services and/or withdraw from further representation of the company. The entire amount you pay KEYTLaw, LLC, for fees and costs is nonrefundable, but you may nevertheless discharge KEYTLaw, LLC, and Richard Keyt at any time and in that event you may be entitled to a refund of all or part of the fee based upon the value of the representation. The person who pays our fees and costs by credit card confirms that the company that issued the credit card allows charges for future services, costs and expenses. After three years, we may destroy all documents we collect during the time we provide services.

We are not acting as your attorney in advising you with respect to this Agreement because we would have a conflict of interest in doing so. If the LLC has more than one member, we will represent only the LLC rather than the interests of any

member even if we are paid by a party other than the LLC. If you or any person or entity affiliated with the company have questions about this Agreement, we recommend that each concerned person consult with other legal counsel. You are hiring the Firm only to form your Arizona LLC, not to advise the LLC or its members or managers with respect to federal or state income tax issues or securities law. The members and managers should consult with an experienced tax accountant as soon as possible for advice on federal and state income tax issues affecting the LLC and its members. You must consult with other attorneys to advise you on federal and state tax and securities laws. If your LLC will have a member that is an individual retirement account or a qualified plan such as a profit sharing plan, money purchase plan, pension plan, or 401(k) (collectively an "IRA/Plan"), we will charge you an additional \$350, and we will not advise any IRA/Plan or its beneficiaries, administrators or custodians with respect to any issue related to compliance with federal tax law. Each IRA/Plan and its beneficiaries, administrators or custodians should consult with their tax advisor, IRA/Plan advisor, IRA custodian or qualified plan trustee or plan administrator for advice on complying with federal tax law and law applicable to the IRA/Plan and the formation and operation of the LLC.

SELECT YOUR DESIRED SERVICES & GUARANTEED FIXED FEE

Click your mouse on the boxes below to select your services & associated fees. Fill in the blanks by typing the information in blank spaces. Push the **TAB** key to move to the next field and the **SHIFT + TAB** key to move backwards.

\$599 **Complete LLC Formation Service:** We provide all 17 of the services and items listed on page 1, paragraph 4. Normal time to prepare and file the Articles of Organization with the ACC is 7 - 10 days.

\$ **Buy-Sell Agreement (recommended for all multi-member LLCs other than husband and wife members):** See "[Why Multi-Member LLCs Need a Buy-Sell Agreement](#)" and our 200+ question [Buy-Sell Questionnaire](#) that is required to prepare the Agreement. Members have a short window of time after forming a new LLC to plan for a possible future departure of a member. **Most LLCs that fail to adopt a Buy-Sell Agreement when the company is formed never adopt one. Without a Buy-Sell Agreement, there is no easy way for members to part and go their separate ways when they need an LLC "divorce."** A Buy-Sell Agreement can save members a lot of legal fees and emotional trauma in the event of the death, disability, bankruptcy, termination of employment, divorce (when the wrong spouse obtains the membership interest), expulsion after a default under the Operating Agreement, retirement of a member or other triggering event. We charge \$997 for a two member LLC plus \$500 for each additional member up to a maximum of \$1,997. Spouses are considered one member. The fee includes 1 hour of attorney time per member (up to 4 hours) conferring with members, modifying the agreement and drafting custom provisions. Few of our LLCs exceed the allotted attorney time to finalize their Buy-Sell Agreement. We will bill the LLC for any excess attorney time at the attorney's standard hourly rate.

Number of members: 2 3 4 or more Check to reset

\$100 **KEYTLaw Address Service (Prevents Your Address from Being Displayed on the Internet on the ACC's Website):** Use KEYTLaw's address as the company's known place of business in Arizona and/or the address of members and managers. Arizona law requires that the LLC have a known place of business in Arizona and that the Articles of Organization contain the address of all managers and members who own 20%. Name and address information will be on the internet to anybody who searches the ACC's online database. Select this option if any member or manager does not want his or her address to be listed on the ACC's website. This is an annual fee. [See a sample of a typical ACC website report that displays addresses of members and managers.](#) Do not tell the IRS, AZ Department of Revenue, customers, clients, or others to send correspondence to the KEYTLaw address. Tell everybody to send correspondence to the address where you want the LLC to receive its mail. If we receive correspondence for the company, we charge a \$35 handling fee to compensate us for our time to mail the correspondence to the company.

\$200 **One Business Day Super Expedited Service** to file the Articles of Organization (normally 7 - 10 days)

\$100 **Three Business Day Expedited Service** to file the Articles of Organization (normally 7 - 10 days)

\$75 **Employer ID Number:** We get a federal employer ID number for the Company. Complete IRS form SS-4 found at www.keytlaw.com/azllc/ss-4.pdf, sign and date the SS-4 and fax or email it to us. We cannot get the EIN unless an authorized agent of the LLC authorizes us to do so by completing and signing the SS-4.

\$350 **IRA or Plan Member:** Additional charge if any member is an IRA, qualified retirement plan or 401(k) plan

- \$50 **Discount:** Insert your AZREIA membership number or promotional code: _____.

\$_____ Total amount to be paid to KEYTLaw, LLC.

1ST MEMBER INFORMATION PAGE
COMPLETE & SUBMIT THIS PAGE FOR EVERY MEMBER & SPOUSE

IF MEMBER IS A PERSON:

_____ Is Member Married? Yes No
 Member's name

 Spouse's Name

If the member is married, list both spouses here. If both spouses will own their interests in the company as separate property, prepare a Member Information page for each spouse.

FOR MARRIED MEMBERS ONLY: HOW WILL MEMBER HOLD TITLE (SELECT ONLY ONE)?

Community property with right of survivorship (each spouse owns an undivided ½ interest in the spouses' total ownership interest in the company – interest passes on death to the surviving spouse without a probate).

Separate property (other spouse has no ownership interest – interest passes to beneficiary named in member's Will & may require a probate). If you select this option, we will prepare a Disclaimer for the non-member spouse to sign, which if not signed, will allow the non-member spouse to claim a community property interest in the company.

IF MEMBER IS AN ENTITY:

_____ Entity's state of formation
 Exact name of the entity

_____ Signer's title
 Name of person who signs for the entity

IF MEMBER IS A TRUST:

_____ Date of Trust Agreement
 Exact name of the trust

 Name(s) of trustee(s)

IF MEMBER IS AN IRA

_____ Mailing Address
 Name of custodian FBO Account Number

_____ Zip code
 Street address City State

MEMBER'S ADDRESS, PHONE NUMBER & EMAIL ADDRESS:

Use KEYTLaw's address (\$100/year total amount for all members) to keep the member's address from being shown on the Arizona Corporation Commission's website. Do not tell your customers, clients, or others to send correspondence to the KEYTLaw address.

_____ Email address
 Primary phone

OWNERSHIP PERCENTAGE:

_____ percent. The total percentage of the company the member will own. If a husband and wife own their interest as community property, this number is the total amount of the company they both own. If owned as separate property, it is the amount owned by the member named on line 1.

INITIAL CAPITAL CONTRIBUTION:

\$_____. This is the amount of money this member is obligated to pay into the company when it is formed. Arizona law does not require that a member contribute money or property to the company. Insert amounts and due dates here and/or below if you want the **member to be legally obligated to contribute money, property or services to the company.**

DUE DATE OF INITIAL CAPITAL CONTRIBUTION:

_____. This is the deadline for the member to pay the member's initial capital contribution to the company. It cannot be before the formation date.

IS MEMBER OBLIGATED TO MAKE FUTURE CAPITAL CONTRIBUTIONS:

Yes No. If the answer is yes, the member must contribute \$_____ on or before

2ND MEMBER INFORMATION PAGE
COMPLETE & SUBMIT THIS PAGE FOR EVERY MEMBER & SPOUSE

IF MEMBER IS A PERSON:

Is Member Married? Yes No

_____ Member's name

_____ Spouse's Name

If the member is married, list both spouses here. If both spouses will own their interests in the company as separate property, prepare a Member Information page for each spouse.

FOR MARRIED MEMBERS ONLY: HOW WILL MEMBER HOLD TITLE (SELECT ONLY ONE)?

Community property with right of survivorship (each spouse owns an undivided ½ interest in the spouses' total ownership interest in the company – interest passes on death to the surviving spouse without a probate).

Separate property (other spouse has no ownership interest – interest passes to beneficiary named in member's Will & may require a probate). If you select this option, we will prepare a Disclaimer for the non-member spouse to sign, which if not signed, will allow the non-member spouse to claim a community property interest in the company.

IF MEMBER IS AN ENTITY:

_____ Exact name of the entity

_____ Entity's state of formation

_____ Name of person who signs for the entity

_____ Signer's title

IF MEMBER IS A TRUST:

_____ Exact name of the trust

_____ Date of Trust Agreement

_____ Name(s) of trustee(s)

IF MEMBER IS AN IRA

MEMBER'S ADDRESS, PHONE NUMBER & EMAIL ADDRESS:

_____ Name of custodian FBO Account Number Mailing Address

_____ Street address City State Zip code

Use KEYTLaw's address (\$100/year total amount for all members) to keep the member's address from being shown on the Arizona Corporation Commission's website. Do not tell your customers, clients, or others to send correspondence to the KEYTLaw address.

_____ Primary phone

_____ Email address

OWNERSHIP PERCENTAGE:

_____ percent. The total percentage of the company the member will own. If a husband and wife own their interest as community property, this number is the total amount of the company they both own. If owned as separate property, it is the amount owned by the member named on line 1.

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DUE DATE OF INITIAL CAPITAL CONTRIBUTION:

_____. This is the deadline for the member to pay the member's initial capital contribution to the company. It cannot be before the formation date.

IS MEMBER OBLIGATED TO MAKE FUTURE CAPITAL CONTRIBUTIONS:

Yes No. If the answer is yes, the member must contribute \$ _____ on or before

3RD MEMBER INFORMATION PAGE
COMPLETE & SUBMIT THIS PAGE FOR EVERY MEMBER & SPOUSE

IF MEMBER IS A PERSON:

Is Member Married? Yes No

_____ Member's name

_____ Spouse's Name

If the member is married, list both spouses here. If both spouses will own their interests in the company as separate property, prepare a Member Information page for each spouse.

FOR MARRIED MEMBERS ONLY: HOW WILL MEMBER HOLD TITLE (SELECT ONLY ONE)?

Community property with right of survivorship (each spouse owns an undivided ½ interest in the spouses' total ownership interest in the company – interest passes on death to the surviving spouse without a probate).

Separate property (other spouse has no ownership interest – interest passes to beneficiary named in member's Will & may require a probate). If you select this option, we will prepare a Disclaimer for the non-member spouse to sign, which if not signed, will allow the non-member spouse to claim a community property interest in the company.

IF MEMBER IS AN ENTITY:

_____ Exact name of the entity _____ Entity's state of formation

_____ Name of person who signs for the entity _____ Signer's title

IF MEMBER IS A TRUST:

_____ Exact name of the trust _____ Date of Trust Agreement

_____ Name(s) of trustee(s)

IF MEMBER IS AN IRA

MEMBER'S ADDRESS, PHONE NUMBER & EMAIL ADDRESS:

_____ Name of custodian FBO Account Number Mailing Address

_____ Street address City State Zip code

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_____ Primary phone _____ Email address

OWNERSHIP PERCENTAGE:

_____ percent. The total percentage of the company the member will own. If a husband and wife own their interest as community property, this number is the total amount of the company they both own. If owned as separate property, it is the amount owned by the member named on line 1.

INITIAL CAPITAL CONTRIBUTION:

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DUE DATE OF INITIAL CAPITAL CONTRIBUTION:

_____. This is the deadline for the member to pay the member's initial capital contribution to the company. It cannot be before the formation date.

IS MEMBER OBLIGATED TO MAKE FUTURE CAPITAL CONTRIBUTIONS:

Yes No. If the answer is yes, the member must contribute \$ _____ on or before

4TH MEMBER INFORMATION PAGE
COMPLETE & SUBMIT THIS PAGE FOR EVERY MEMBER & SPOUSE

IF MEMBER IS A PERSON:

Is Member Married? Yes No

_____ Member's name

_____ Spouse's Name

If the member is married, list both spouses here. If both spouses will own their interests in the company as separate property, prepare a Member Information page for each spouse.

FOR MARRIED MEMBERS ONLY: HOW WILL MEMBER HOLD TITLE (SELECT ONLY ONE)?

Community property with right of survivorship (each spouse owns an undivided ½ interest in the spouses' total ownership interest in the company – interest passes on death to the surviving spouse without a probate).

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IF MEMBER IS AN ENTITY:

_____ Exact name of the entity _____ Entity's state of formation

_____ Name of person who signs for the entity _____ Signer's title

IF MEMBER IS A TRUST:

_____ Exact name of the trust _____ Date of Trust Agreement

_____ Name(s) of trustee(s)

IF MEMBER IS AN IRA

MEMBER'S ADDRESS, PHONE NUMBER & EMAIL ADDRESS:

_____ Name of custodian FBO Account Number Mailing Address

_____ Street address City State Zip code

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_____ Primary phone _____ Email address

OWNERSHIP PERCENTAGE:

_____ percent. The total percentage of the company the member will own. If a husband and wife own their interest as community property, this number is the total amount of the company they both own. If owned as separate property, it is the amount owned by the member named on line 1.

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DUE DATE OF INITIAL CAPITAL CONTRIBUTION:

_____. This is the deadline for the member to pay the member's initial capital contribution to the company. It cannot be before the formation date.

IS MEMBER OBLIGATED TO MAKE FUTURE CAPITAL CONTRIBUTIONS:

Yes No. If the answer is yes, the member must contribute \$ _____ on or before

5TH MEMBER INFORMATION PAGE
COMPLETE & SUBMIT THIS PAGE FOR EVERY MEMBER & SPOUSE

IF MEMBER IS A PERSON:

Is Member Married? Yes No

_____ Member's name

_____ Spouse's Name

If the member is married, list both spouses here. If both spouses will own their interests in the company as separate property, prepare a Member Information page for each spouse.

FOR MARRIED MEMBERS ONLY: HOW WILL MEMBER HOLD TITLE (SELECT ONLY ONE)?

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IF MEMBER IS AN ENTITY:

_____ Exact name of the entity

_____ Entity's state of formation

_____ Name of person who signs for the entity

_____ Signer's title

IF MEMBER IS A TRUST:

_____ Exact name of the trust

_____ Date of Trust Agreement

_____ Name(s) of trustee(s)

IF MEMBER IS AN IRA

MEMBER'S ADDRESS, PHONE NUMBER & EMAIL ADDRESS:

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_____ Primary phone

_____ Email address

OWNERSHIP PERCENTAGE:

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IS MEMBER OBLIGATED TO MAKE FUTURE CAPITAL CONTRIBUTIONS:

Yes No. If the answer is yes, the member must contribute \$ _____ on or before

6TH MEMBER INFORMATION PAGE
COMPLETE & SUBMIT THIS PAGE FOR EVERY MEMBER & SPOUSE

IF MEMBER IS A PERSON:

Is Member Married? Yes No

_____ Member's name

_____ Spouse's Name

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FOR MARRIED MEMBERS ONLY: HOW WILL MEMBER HOLD TITLE (SELECT ONLY ONE)?

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_____ Name of person who signs for the entity _____ Signer's title

IF MEMBER IS A TRUST:

_____ Exact name of the trust _____ Date of Trust Agreement

_____ Name(s) of trustee(s)

IF MEMBER IS AN IRA

MEMBER'S ADDRESS, PHONE NUMBER & EMAIL ADDRESS:

_____ Name of custodian FBO Account Number Mailing Address

_____ Street address City State Zip code

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_____ Primary phone _____ Email address

OWNERSHIP PERCENTAGE:

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DUE DATE OF INITIAL CAPITAL CONTRIBUTION:

_____. This is the deadline for the member to pay the member's initial capital contribution to the company. It cannot be before the formation date.

IS MEMBER OBLIGATED TO MAKE FUTURE CAPITAL CONTRIBUTIONS:

Yes No. If the answer is yes, the member must contribute \$ _____ on or before

HOW TO DELIVER THIS AGREEMENT TO KEYTLAW

1. **Easy Email Method (only for Outlook & Outlook Express):** Click on the **Submit to KEYTLaw Via Email** button found at the end of this agreement. Clicking on the submit button will open **Outlook** or **Outlook Express** with an email message pre-addressed to Richard Keyt. Click on the SEND icon **IN YOUR EMAIL PROGRAM** to send the email to Richard with this agreement attached as an Adobe pdf file. Use the Harder Email Method if you do not use **Outlook** or **Outlook Express**.
2. **Harder Email Method:** Save this agreement as a file on your computer then send the saved pdf file to rk@keytlaw.com as an attachment to an email. **You must have Adobe Acrobat or Reader version 8 or later to save this form on your computer with the data in it.** Download the free Adobe Reader at: www.adobe.com/products/acrobat/readstep2.html.
3. **Fax:** Fax this Agreement directly to Richard Keyt at 602-297-6890. You do not need a cover sheet.
4. **Snail Mail:** Mail or deliver the Agreement in a sealed envelope addressed as indicated to one of the following addresses:

Preferred Address (our UPS Store mail box)

Give the envelope to the clerk behind the counter

Richard Keyt
5025 North Central Avenue, #467
Phoenix, Arizona 85012

Secondary Address (Office)

Give the envelope to the receptionist in Suite 130

Richard Keyt
3001 East Camelback Road, Suite 130
Phoenix, Arizona 85016

CLICK BELOW TO EMAIL THIS AGREEMENT TO RICHARD KEYT

You are ready to send this agreement to Richard Keyt if:

1. **Member Information:** You have completed a Member Information Page for **EVERY** Member (husband and wife owning as community property is considered one member for the purposes of this agreement only).
2. **All Other Information:** You have answered all other questions and given all information requested on the prior pages.

If you use Outlook or Outlook Express for your email, you can send this agreement to Richard Keyt by clicking on the button below that says **Submit to KEYTLaw Via Email**. Your email program will open with an email message pre-addressed to Richard Keyt and this agreement attached as an Adobe pdf file. When your email program opens, click on the **send icon** in your email program.

CAUTION: WHAT TO DO IF CLICKING ON THE SUBMIT VIA EMAIL BUTTON DOES NOT WORK

If clicking on the **Submit to KEYTLaw Via Email** button below does not cause your email program to open with this document attached as a file, you must deliver this completed agreement to Richard Keyt by the Harder Email Method (Number 2), or methods 3 or 4 described at the top of this page.

CONFIRMATION FROM KEYTLAW ON RECEIVING THIS AGREEMENT & YOUR PAYMENT

When we receive this agreement and your payment, we will send you an email message confirming receipt. If we do not get either your agreement or your payment, we will notify you of that fact by another email. We usually send the confirmation email within a few hours if we receive it on a business day between 8 and 5 pm. If we receive your agreement and payment on a non-business day or after hours, we may not send a confirmation email until the next business day.

WARNING: EMAIL YOUR AGREEMENT TO KEYTLAW & SAVE THE FILE ON YOUR COMPUTER OR PRINT THE AGREEMENT BEFORE GOING TO THE STORE TO PAY BECAUSE YOUR BROWSER WINDOW WILL CHANGE AND YOU WILL NOT SEE THIS FORM UNLESS YOU GO BACK

HOW TO PAY

1. **Preferred Method:** [Click on this link to go to our secure online store](#) and pay by Visa or MasterCard.
2. Mail or deliver your check payable to: **KEYTLaw, LLC** to the address at the top of this page.
3. To give your credit card information over the phone to Richard Keyt's LLC legal assistant Katie Keyt, call her at 602-906-4953, ext. 7.