

# Client interview checklists for limited liability partnership registration, binder, and EIN

Instructions.....	page 0
A. Limited liability partnership registration checklist.....	page 1
B. Checklist for customized binder, slipcage, and embossing seal.....	page 1
C. Checklist for IRS Employer Identification Number (EIN) .....	page 2
D. Order form, prices, and contact information.....	page 3
E. Your further instructions .....	page 4

## Instructions

This Adobe PDF form for registering 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, have Lawyer's Aid Service create the Application for Registration on archive bond, advance the filing fees and submit filing to the State, and help you resolve any problems on the spot. For other entities and filings, see our [website](#) or call (888) 474-2112.

### Customized binder, slipcage, and embossing seal

In Section B, you can choose to order a customized binder and slipcage, 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 slipcage. 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 (a federal requirement). 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. If the principle officer's Social Security Number is not provided, acquisition of the EIN will likely take 2+ weeks.

## A. Limited liability partnership registration 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 in Texas 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 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. Number of partners: \_\_\_\_\_ (minimum of 2)
5. The LLP is registered for the purpose of:
- "any lawful purpose"
- Other: \_\_\_\_\_ (additional space on [page 4](#))
6. Add optional delayed effective date to the Registration?
- LLP formation will be effective on \_\_\_\_\_.
7. **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](#)):

8. What turnaround time and format?
- Fastest: form-style filing, in 1-5 business days
- Looks most professional: classic legal-document style, in 2-6 business days

## B. Customized Binder, Slipcase, and Seal

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

A key question activates other questions appropriate to your choice. (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](#).

10. Limited liability partnership name (*if known*):

11. Street address for tax purposes:

12. Mailing address, if different:

13. Responsible party's full name as it appears in Social Security records:

Social Security Number: \_\_\_\_\_ Title: \_\_\_\_\_

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

15. 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 \$5,000 or less in wages next calendar year (Jan. – Dec.)?  Yes  No

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

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

18. Business phone:

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

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

Fax, phone, or email address: \_\_\_\_\_

→ A **key question** that activates other questions for you

(continued)

### D. Order form, prices, and contact information

Prices *include* state filing fees, expedite fee, sales tax, and standard mail/shipping costs. All prices may change without notice.

#### 1. To order, select the services and outfit desired:

**LLP registration**

Get the quickest turnaround possible. Lawyer’s Aid drafts and files the Registration; obtains the Acknowledgment of Filing; phones, faxes, or emails you the filing number with the Acknowledgment (your choice); and mails it with the file-marked Certificate.

\$200 state fee per partner/general partner

- 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

**EIN service**

Lawyer’s Aid obtains your IRS EIN first, to include in the LLP registration.

- SSN provided (most common).....\$50
- SSN not provided.....\$80

**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 ..... \$45
- Binder and slipcase only ..... \$20
- Embossing seal only..... \$27

**Long name on Embossing Seal**

40+ characters/spaces in LLP name ..... \$10

**Residential address shipping fee**

UPS surcharge applied when delivering Outfit to residential areas..... \$10

**Federal Express service**

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

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

#### 3. Submit checklist to Lawyer’s Aid Service:

Email to [maindesk@LawyersAidService.com](mailto:maindesk@LawyersAidService.com)

Print and fax to (888) 474-4218

Call (888) 474-2112 to place your order

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

#### 4. Submit simultaneous payment:

By credit card via online portal:  
[www.LawyersAidService.com/Payment](http://www.LawyersAidService.com/Payment)

Or mail to:  
PO Box 848  
Austin, Texas 78767-0848

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**

Please 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 emailing, faxing, or mailing in the form, any text overflows the box, please attach it.

### **Instructions box:**