

## Worksheet for Preparation/Filing of NY LLC Conversion

(a General Partnership or LP to an LLC)

**Date:** \_\_\_\_\_

**1. Name of Partnership** (indicate whether a limited or general partnership):  
\_\_\_\_\_

**2. Name of the NEW limited Liability Company:**  
\_\_\_\_\_

**3. Location of Principal Office:** County of \_\_\_\_\_

**4. Service of Process Address:**  
\_\_\_\_\_  
\_\_\_\_\_

**5. LLC is to be managed by** (choose one): Members \_\_\_\_\_ Managers \_\_\_\_\_

**6. Duration:** Perpetual \_\_\_\_\_ or Other: \_\_\_\_\_

**7. Name of Partner Authorizing:**

Name: \_\_\_\_\_

**8. Publish this entity:** Send quote \_\_\_\_\_ or Payment included \_\_\_\_\_

Fee to Prepare and File:	\$ 125.00
Disbursement to Dept. of State (filing)	\$ 225.00
Corporate Outfit	\$ 95.00 (Optional)
Shipping (UPS Ground)	\$ 11.50
Administrative Handling	\$ 5.00
Sales Tax (Based on 8.875% - yours may differ)	\$ 9.45
Publication	\$ <i>Varies by County*</i>
Total:	\$ 470.95*

**Contact Name :** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Firm / Business Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Billing/Mailing Address:** \_\_\_\_\_

**Address for delivery of Corporate Documents:**  
\_\_\_\_\_  
\_\_\_\_\_

Let this letter serve as my authorization to charge Amex/MC/Visa (*Initial Here*) \_\_\_\_\_

Card #: \_\_\_\_\_ Expires: \_\_\_\_\_

IN THE AMOUNT OF: \_\_\_\_\_

Print Name of Card Holder: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_

*\*Please note: This fee is an estimate only. It is possible to incur additional disbursements to complete this order. If so the additional fees will be charged to this credit card.*