

# ARTICLES OF ORGANIZATION

## Limited Liability Company-DOMESTIC

C.G.S. §§34-120; 34-121

**FEE: \$120.00**  
 Make checks payable to  
 "Secretary of the State"

**Website Address:** [www.concord.sots.ct.gov](http://www.concord.sots.ct.gov) **Telephone Number:** (860) 509-6003

**Mailing Address:** Connecticut Secretary of the State, Commercial Recording Division P.O. Box 150470, Hartford, CT 06115-0470

**Courier Delivery Address ONLY:** (i.e. FedEx, UPS, etc.) 30 Trinity Street, Hartford, CT 06106

**USE INK. COMPLETE ALL SECTIONS. PRINT OR TYPE.** (Attach 8 1/2 x 11 sheet if necessary)

1. Complete name of Limited Liability Company- <b>REQUIRED:</b> (Must include business designation i.e. LLC, L.L.C., etc.)			
2. Description of business to be transacted or purpose to be promoted- <b>REQUIRED:</b>			
3. LLC's principal office address- <b>REQUIRED:</b> (No P.O. Box)		4. Mailing address, if different than #3:	
5. Appointment of statutory agent for service of process- <b>REQUIRED:</b> Complete A or B, not both			
<b>EITHER</b> <input type="checkbox"/> A. If agent is an individual:			
Print or type full legal name:		Business Address: (No P.O. Box)	
Signature accepting appointment:		CT Residence Address: (No P.O. Box)	
X _____		If none, MUST state "NONE"	
<b>OR</b> <input type="checkbox"/> B. If agent is a business:			
Print or type name of business as it appears on our records:		CT Business Address: (No P.O. Box)	
Signature accepting appointment on behalf of agent:		Print name & title:	
X _____			
6. Manager or member information- <b>REQUIRED:</b> (Must list at least one manager or member of the LLC.)			
Name	Title	Business Address: (No P.O. Box)	Residence Address: (No P.O. Box)
		If none, MUST state "NONE"	
		If none, MUST state "NONE"	
7. Management -Place a check next to the following statement <b>ONLY</b> if it applies <input type="checkbox"/> Management of the limited liability company shall be vested in a manager or managers.			
8. Execution- <b>REQUIRED:</b> (Subject to penalty of false statement.)			
Print or type name of organizer:		Signature:	Date:
		X _____	

- An annual report will be due yearly in the anniversary month that the LLC was formed/registered and can be easily filed online @ [www.concord.sots.ct.gov](http://www.concord.sots.ct.gov). If you are no longer transacting business in Connecticut you must file the appropriate document with our office.
- Contact your tax advisor or the Taxpayer Service Center at the Department of Revenue Services as to any potential tax liability relating to your business, including questions about the Business Entity Tax.
- **Taxpayer Service Center: (800) 382-9463 or (860) 297-5962 or go to [www.ct.gov/drs](http://www.ct.gov/drs)**

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**INSTRUCTIONS**

All fields marked **REQUIRED** must be filled out completely.

1. Name of Limited Liability Company-**REQUIRED**: The name **MUST INCLUDE** business designation, such as Limited Liability Company, LLC, L.L.C., Limited Liability Co., Ltd. Liability Company, or Ltd. Liability Co., and the name must be distinguishable from all other active business names on record with this office.
2. Nature of Business-**REQUIRED**: It is sufficient to state that the purpose of the limited liability company is to engage in any lawful act or activity for which a limited liability company may be formed under the Connecticut Limited Liability Company Act.
3. Principal Office-**REQUIRED**: Include street number, street, city, state and zip code.
4. Mailing Address-**OPTIONAL**: Fill in an address other than the principal business address if you would like the annual report sent elsewhere.
5. Appointment of statutory agent for process-**REQUIRED**: THE LIMITED LIABILITY COMPANY MAY NOT BE ITS OWN AGENT. Must appoint an individual or entity (other than this LLC) to accept legal process, notice or demand served upon the limited liability company. The agent may be **EITHER**:
  - a. Any individual who is a **resident of Connecticut**, including a manager or member of the LLC.
    - An individual must provide the complete street address of his or her business and a Connecticut residence address. (If no business address, must state none).
    - The agent must sign accepting the appointment.

or

  - b. One of the following business types, on record with this office, with a Connecticut address:
    - A Connecticut corporation, limited liability company, limited liability partnership or statutory trust.
    - A foreign corporation, limited liability company, limited liability partnership or statutory trust, which has obtained a certificate of authority to transact business in Connecticut and has a Connecticut address on file with this office.
      - Provide the Connecticut principal office address in the block designated for "Business address". The agent must sign accepting the appointment and the person signing on behalf of a business must print his/her name and title next to his/her signature.
6. Manager or member information-**REQUIRED**: The limited liability company must list the name, title, business and residence address of at least one manager or member of the limited liability company. (If no business address, must state none). Include street number, street, city, state and zip code. (May include additional members and managers on an attached 8 ½ x 11 sheet.)
7. Management: If the limited liability company is to be managed by its member(s) do not check the box.
8. Execution-**REQUIRED**: The **organizer** must print or type his or her full legal name and **provide a signature**. Note that the execution is made under the penalties of false statement, certifying that the information provided in the document is true. \*THE LIMITED LIABILITY COMPANY MAY NOT BE ITS OWN ORGANIZER BUT A MANAGER/MEMBER MAY BE THE ORGANIZER.
  - An annual report will be due yearly in the anniversary month that the LLC was organized and can be easily filed online @ [www.concord.sots.ct.gov](http://www.concord.sots.ct.gov)
  - Contact your tax advisor or the Taxpayer Service Center at the Department of Revenue Services as to any potential tax liability relating to your business, including questions about the Business Entity Tax.
  - Taxpayer Service Center: (800) 382-9463 or (860) 297-5962

\*\*\*YOU ARE REQUIRED TO FILE ARTICLES OF DISSOLUTION IF YOU DISSOLVE YOUR BUSINESS. \*\*\*

Note: LLC's may have as many managers/members as they wish. However, only two will be shown on the database. Additional names will be available by requesting copies of the original filing.