

TERRY M. MALLERY, A PROFESSIONAL LAW CORPORATION
CHECKLIST OF DISSOLUTION/LIQUIDATION DOCUMENTS
(LLC)

STATUS			ALLOCATION OF DUTIES			
<u>NEED</u>	<u>DRAFT</u>	<u>COMP</u>	DOCUMENT	CLIENT	ATTORNEY	C.P.A.
			Fee Agreement			
			Conflict of Interest Disclosure & Consent			
			Catch-up on Statement of Information Filings			
			Catch-up on income and payroll tax returns			
			Written Consent of Members to Wind Up and Dissolve			
			Tax planning for liquidation - LLC			
			Tax planning for liquidation – stockholders			
			Plan of Liquidation, w/Written Consent of Members and Managers, and Certified Copy			
			Exhibit A – Liquidation Balance Sheet			
			Certificate of Dissolution (LLC-3)			
			Certificate of Cancellation (LLC-4/7)			
			FTB: Request for Tax Clearance			
			File Final Tax Returns-State & Federal			
			Short Form Certificate of Cancellation (LLC-4/8)			
			Secretary of State: Certified Copy of Certificate of Cancellation			
			FTB: Tax Certificate			

Read and approved:

_____ (authorized member of LLC)