

# LLC APPLICATION

2025

## PLEASE COMPLETE, SIGN & DATE FRONT AND BACK

Please provide three names you wish your business to operate under. Please list in order of preference. Business names cannot already be on file with Secretary of State's office. *Note: The only symbols permitted in a business name are & and -*

A) \_\_\_\_\_, LLC

B) \_\_\_\_\_, LLC

C) \_\_\_\_\_, LLC

Physical address of business:

(Note: the physical address can NOT be a PO Box)

Mailing address:

(if different than physical)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

County of Residence: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Legal Full Name (First, Last):

Social Security Number:

\_\_\_\_\_

\_\_\_\_\_

Please provide e-mail address. If none, leave blank.

\_\_\_\_\_

We can charge fees through your truck or to a credit card. Charge truck in payments? YES NO

OR

Credit card type, number, expiration date, and v-code (3 digits on back of card):

Type of Card: \_\_\_\_\_ Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code (3 Digits): \_\_\_\_\_

☐

By initialing, I acknowledge that for ARASI to assist with your submission of certain **Beneficial Ownership Information (BOI)** to the Financial Crimes Enforcement Network I must sign the BOI Engagement letter. I understand this engagement letter will be sent to me after the initial LLC has been created.

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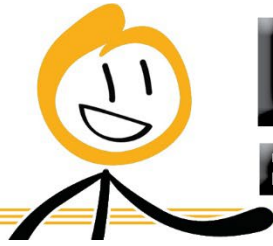
OPT-OUT

If you initial in the box provided you will **DECLINE**, annual registered agent fee. Abacus charges an **Annual Registered Agent Service** fee of \$150. This amount will be charged to your designated truck or credit card on file unless you choose to opt out. If you do NOT pay your Annual Registered Agent fee your LLC could be CLOSED for Non-Compliance.

Client Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY:

Client ID: \_\_\_\_\_ Driver Code: \_\_\_\_\_ Hire Date: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Photo ID Uploaded: \_\_\_\_\_



# LLC ENGAGEMENT LETTER

## 2025

Abacus Registered Agent Services, Inc. (ARASI), (“firm,” “we,” “us” or “our”) is pleased to provide you (“you” or “your”) with the professional services described below. This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. The engagement between you and our firm will be governed by the terms of this Agreement.

1) The Limited Liability Company (LLC) will be organized in the state of Missouri. ARASI will serve as the registered agent and office for the LLC.

- A) We will file Articles of Organization with Secretary of State’s Office
- B) We will file Application for Employer ID Number (Form SS-4)
- C) We will provide an attorney approved Operating Agreement

2) The fees for the above services are as follows:

- Single member, enrolled in our services \$350 + \$150 annual Registered Agent fee
- Single member, not enrolled \$450 + \$150 annual Registered Agent fee

3) ARASI reserves the right to terminate its position as registered agent and office at any time. The member will be informed by letter of the termination. As stated above, the registered agent service will be an additional \$150 per year. If the annual Registered Agent fee is not paid timely, you will be subject to a late fee and/or termination of ARASI’s position as registered agent .

4) ARASI will mail all documents to the mailing address provided by the member.

5) It is the responsibility of the member and LLC to contact ARASI as the Registered Agent if there is a change of address, phone number, or members of the LLC. ARASI will not be responsible for any reporting obligations these changes may require.

6) You should contact a licensed attorney regarding your liability protection operating under the LLC. By entering into this Agreement, you acknowledge that we have advised you to seek legal counsel with respect to your business ownership and reporting obligations related to your LLC. If, prior to executing this Agreement you believe you need to speak with an attorney regarding such obligations, please do not sign this Agreement.

7) You are responsible for understanding all requirements applicable to your compliance with respect to your business ownership and reporting obligations. You are encouraged to seek the advice of your own legal counsel before and during the totality of our engagement.

8) This engagement does not include any procedures designed to detect errors, fraud, theft, misrepresentation, or other wrongdoing. Therefore, our engagement cannot be relied upon to disclose such matters. In addition, our engagement is not intended to assess your compliance with reporting or registration requirements in any jurisdiction, legal or other. We shall have no liability to you or any other party in the event it is determined you are non-compliant with reporting or registration requirements during the course of this engagement.

9) You may request that we perform additional services not contemplated in this engagement letter. If this occurs, we will communicate with you regarding the scope and estimated cost of these additional services and provide you with a separate engagement letter. In the absence of any other engagement letter, our services to you will be limited to and governed by the terms of this Agreement.

10) If the LLC elects to end operations and hire ARASI to terminate the LLC, the fee is \$250. This fee will include the filing of two forms with the Secretary of State’s office and the fees charged by the Secretary of State for each form. (Notice of Winding Up for Limited Liability Company and Articles of Termination for a Limited Liability Company) \*\*

*\*\*Abacus Registered Agent Services, Inc. reserves the right, without prior notice, to change specifications and prices on all services offered without incurring any obligation to you.*

**Permissible Disclosures:**

You acknowledge and agree that any information provided to us in support of this engagement shall be for the sole use of filing for the Missouri based Articles of Organization and IRS Form SS-4 and for no other purpose. We acknowledge and agree that information provided to us in support of this engagement shall remain confidential consistent with professional ethics requirements, and that we shall take commercially reasonable steps to safeguard such confidential information.

Notwithstanding, information provided to us in support of this engagement may ultimately be requested by governmental agencies either for law enforcement purposes or for other regulatory purposes as permitted by law. By entering into this Agreement, you acknowledge that we may be compelled to provide this information by court or similar order and agree that in such instances disclosure of information provided to us in response to those requests shall not be considered a breach of this Agreement.

**Registered Agent Responsibilities:**

It is our duty to perform our services based on the same standard of care that a reasonable professional service provider would exercise in this type of engagement. For the purposes of this Agreement only, the applicable standard of care shall be based upon technical guidance issued by the Internal Revenue Service and Missouri Secretary of State, or both.

The above professional services will be performed based upon information you provide to us. We will not audit or otherwise verify the data you submit to us. We shall have no liability for any loss suffered by you or any owner/beneficial owner resulting from inaccurate or incomplete information provided to us or your failure to provide relevant information.

Outside of the initial truck finance company, we will not respond to any request from banks, mortgage brokers or other third parties for verification of your LLC and/or business filing requirements without written expressed consent from you. You agree to indemnify and hold us harmless from any and all claims arising from the use of the LLC regardless of the nature of the claim, excepting claims arising from our gross negligence or intentional wrongful acts.

We will not make any management decisions or perform management functions on your behalf.

**Client Responsibilities:**

You acknowledge and agree that your failure to comply with the responsibilities enumerated in this section may result in economic or other loss to you as well as the potential for criminal prosecution in the event you are found to not be in compliance with LLC or business filing requirements. You agree to accept responsibility for any consequences of your failure to fulfill your responsibilities. You agree that you are responsible for all decisions and analysis related to your compliance of your LLC and all business filing requirements.

**Documentation:**

You are responsible for maintaining adequate documentation to substantiate the accuracy and completeness of your business operations. Our records are not a substitute for yours. You should retain all documents that provide evidence and support with respect to your business ownership and reporting obligations as required under applicable laws and regulations. You represent that you have such documentation and can produce it, if necessary, to respond to any examination or inquiry as may be required by governmental agencies (including law enforcement) and third parties. You will be responsible for any liability including but not limited to penalties, interest and related professional fees, resulting from inadequate documentation.

We appreciate the opportunity to be of service. Please date and execute this Agreement and return it to us to acknowledge your acceptance. We will not initiate services until we receive the executed Agreement.

By initialing below, I acknowledge that I have been advised by ARASI to seek the advice of legal counsel with regards to my business ownership and reporting obligations related to my LLC.

Very truly yours,  
Abacus Registered Agent Services, Inc.

Client Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Abacus Registered Agent Services, Inc. | 1835 E. Republic Rd., Springfield, MO 65804 | Email: llcdept@abacuspro.com | Phone: 417-380-5000

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