

# Welcome to the business world, ISSAC MOVIE LLC!

Congratulations!You're almost there.There are stillafew necessary to-dos to make sure your new business isofftoa great start.Let'scheck them offyour list.

Onward!

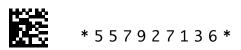
Quick note: Your documents are always available digitally inyour accountatwww.legalzoom.com/myaccount.

#### Your new business checklist to make it official

### 📕 LEGALZOOM

OrderNo.73582963

JoshuaWebber 5482 WilshireBlvd,#369 Los Angeles,California90036



DearJoshua Webber,

Congratulations on forming your limitedliabilitycompany,ISSAC MOVIE LLC, in California! You'realmostdone-justa few more to-dos need your attention.Insidethispacket,you'll findyour company's legaldocuments,plus a checklistthathelpsexplainwhatthey are and whatyou need to do to ensure you are incompliance with federal,state,andlocallaw. Ready? Let'sgo...

#### Checklist for ISSAC MOVIE LLC:

- 1. Review your ArticlesofOrganization
- 2. Sign and keep form SS-4 for your records
- 3. Read and signyour Operating Agreement
- 4. Review any documents uploaded to your RegisteredAgentportal
- 5. Distributemember certificates
- 6. Bring banking authorizationlettertobank to open business account

Visitwww.legalzoom.com/myaccountanytime tomanage your filesintheDocumentCenter.

Thank you forchoosing us to form your business.

Sincerely,

### The LegalZoonTeam

Have questions? We're here to help. Give us a callat(855)787-1957 Mon-Fri5 a.m.to 7 p.m.PT Sat7 a.m.to 4 p.m.PT or emailbzsupport@legalzoom.com

# Articles of Organization

Sometimes calleda certificate of organization, these are the documents filedwith the stateto formally create an LLC. In the eyes of the law, your LLC doesn't exist unless they've been filedwith the proper government agency (most of the time, it's the Secretary of State's office).

#### What we've done for you

We've filedyour company's ArticlesofOrganization with the stateofCaliforniaand have enclosed a copy foryour reference.

#### What you need to do

Review the ArticlesofOrganizationdocument inthispacket to make sure allofyour business infoiscorrect.

#### | File the Statement of Information

Californialawrequiresthatyour company complete a Statement of Information and fileitwiththe Secretary of Statewithin 90 days after the date on which itsArticlesof Organization were filed. Youcan complete thisform online with the Secretary of State at https://bizfile.sos.ca.gov.We have also included thisform inyour packet ifyou'd liketo file by mail.

- Since you have selectedLegalZoom as your registered agent, remember to fillin"LegalZoom.com, Inc. "when listingthe agent for service of process.(If you're using the paper form, write thison line6.c.)
- File Form FTB 3522and pay the Annual LLC Tax after the start of your next taxable year

Californialaw requires that you fileForm FTB 3522, along with an annualLLC taxpayment, with the FranchiseTax Board annually.

Your company mustfile this form and pay the LLC franchise tax by the 15th day of the fourthmonth after the beginning of your LLC's taxable year. If your taxable year startson January 1, the tax is due on April 15.

#### Good to know

 Your company's ArticlesofOrganizationmay show an ID number.This isnot your FederalEmployer Identification Number (EIN).The Secretary of State uses itforrecord keeping purposes only.

### Employer Identification Number (EIN)

An EIN (alsocalleda FederalTax ID) isa unique nine-digitnumber the IRS uses to identifyyourcompany inalltax matters (think of itas a SocialSecuritynumber foryour business).It'susually required to report taxes, hireemployees, and work withvendors and ishelpful so you don'tneed to use your SocialSecuritynumber.

#### What we've done for you

We have obtained your company's Employer Identification Number (EIN)from the InternalRevenue Service(IRS).

#### What you need to do

- Review Form SS-4 Application for Employer Identification Number inyour packetto make sure all information is correct.
- Have the listedresponsible party signand date the form and keep foryour records.

#### Good to know

Your EIN confirmation letterisfrom the IRS and has a detachablesectionatthebottom-DON'T SEND THIS TO US! The detachable section isfor you to return to the IRS ifyou send them any correspondence by mail.It'sfortheIRSto identifyyouraccountifyou need to send them something.If you send ittous, we'llhave to send itback to you.

# Operating Agreement

3.

A operatingagreementdescribes your company's ownership structureand outlineshow the company willberunand managed.

#### What we've done for you

We've createdone foryour business and have includeda copy inyour packet for reference.

#### What you need to do

- Review the operating agreement to make sure the information is correct.
- ☐ Ifmembers (that'syouand your business partners)are contributingcashto the company,write the amountofthe contributioninExhibitAofthe Agreement.A member can contributemore than cash-itcan be property, equipment, and even time or labor.We recommend speakingwithan attorney to help determine the value of such thing.
- ☐ Have each member of the LLC sign the agreement.
- ] Giveeach member a photocopy of the signed agreement.
- If this all sounds a bit overwhelming, we can connect you with an independent attorney who knows your state's laws to guide you through it—justgiveus a callat(855) 787-1957.

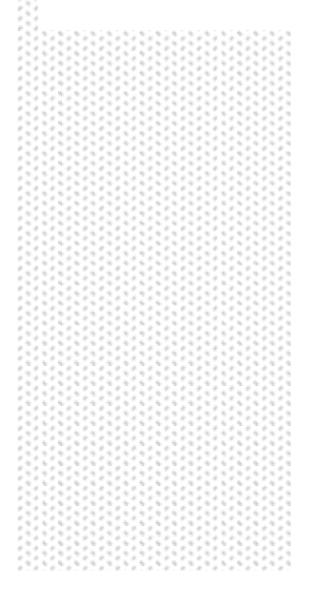
#### Good to know

Operatingagreements can be amended atany time by the company'smembers ormanagers.

Questions or changes? Callusat(855)787-1957 (Mon-Fri5 a.m.to 7 p.m.PT and Sat7 a.m.to 4 p.m.PT) or emailus atbzsupport@legalzoom.com.We're happy tohelp.

## Registered Agent

In California, a registered agent mustbe named ina company's formation document. This is a person oranother company authorized to receive service ofprocess (inthe event ofa lawsuit) and other important legal documents and noticeson behalf ofa business. Moststates use the term registered agent, but some states use the term resident agent, statutory agent, or agent for service of process (confusing, isn't it?).



#### What we've done for you

Our company that provides registered agent services (Legal Zoom.com, Inc.) is ready to receive and deliver important documents for your business.

#### What you need to do

- Review any documents thatare uploaded to the Registered Agentportalin your MyAccountor mailed to you from us. (We willemailyou each time a documentis uploaded to the Registered Agent portal.)
- If you ever change your emailor business address, please be sure to letus know.

#### Good to know

- Allcourt documents, legalcorrespondence, and statenotices thatwe receiveon your behalfwillbe uploaded to your Registered Agent portalthroughout the year. If you're ever served court documents, we'll notify you rightaway.
- Junk and marketing mailwillbe filteredsoyou don't need to worry aboutgettingspammed.
- Your Registered Agent subscriptionwillrenew automatically on the anniversarydate of your company's formation.

### Membership Certificates

Justlikecorporations divvyout shares ofstock to itsshareholders, LLCs divvyoutmembership intereststoitsmembers.These certificatesshowhow much ofthe LLCeachmemberowns.

#### What we've done for you

We have includedmembership certificatesforyour LLC.These certificatesconfirmthecompany members' ownership.At leastone membership certificateisprovided foreachmemberofyourcompany.

#### What you need to do

- Have each member of the company signamembership certificate.
- Make photocopies once allmembership certificatesare signed.
- Keep photocopies of signed certificates inasecure location (feelfreeto scan and upload the certificates to your secure Box account for easy access).

#### Good to know

 Although notlegally required, many companies choose to use their official seal to stamp each membership certificate.

### Banking Authorization Letter

When you formed yourLLC with us,you identifiedpeople within your company who are authorized to open a bank accountfor your business. This letterisproof of that and isoften required by banks.

#### What we've done for you

We created a lettersigned by the organizer that identifies who can open a businessbank account.

#### What you need to do

- Have the member(s)or manager(s)listed on the lettersign where indicated.
- Take thisletter, acopy of your articles, yourEIN, and a copy of your signed operating agreement (if you have one) to your bank to open a businessbank account.

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