

Sole Prop → LLC Conversion Worksheet

Fillable Prep Worksheet — ClearLegalTips.com (2026)

INSTRUCTIONS FOR USE

Gather this information before you start the online process so you can finish in one sitting. Fill the blanks; tick boxes as you complete each item.

Current Business

Current business / DBA name: _____

Owner name: _____

☐ Have an existing EIN?

New LLC

LLC name (check availability): _____

Registered agent: _____

Member(s): _____

To Transfer

- ☐ Bank accounts
- ☐ Contracts & licenses
- ☐ DBA / assumed name

Notes

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