

May we contact your professional advisor, if necessary? Yes 🗌 No 🗌
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CPA Contact Information (Name, Email Address, Phone)

Legal Contact Information (Name, Email Address, Phone)

NCF recommends that all complex asset givers seek and obtain their own independent tax and legal counsel.

-	this Company currently being marketed for sale? s No I'm not sure	
If yes: Do you anticipate the Company selling within 6 months Yes No I'm not sure Have any potential buyers been identified? Yes No I'm not sure	 ? Are any of the potential buyers one of the following? (Check all that apply) Family member Employee Company Redemption 	
LIMITED LIABILITY COMPANY TAXED AS A PARTNERSHIP What is the Company's name?		
How do you own your interest? In your individual name 🗌 In a trust 🗌 In a holding company 🗌		
What is the legal name listed on your ownership certificate or Company record?		
Is the interest certificated: Yes 🗌 No 🗌 If yes, who holds the certificate?		
What is the nature of the Company's business activity?		
What business phase is the Company in? Start-up 🗌 Growing 🗌 Mature 🗌		
Is it a holding company or operating business? Holding Company 🗌 Operating Business 🔲 I'm not sure 🗌		
If a Holding Company: What are the names of the underlying entities it holds?		
What percentage of the Company do you own?		
What percentage of the Company do you want to give?		
What is the current estimated fair market value (FMV) of the Company?		
How is the FMV derived? Appraisal Estimate Other		
What is your adjusted income tax basis in your ownership of the Company?		

If unknown, please list an estimate and consult your tax advisor.

Does your Company have any debt obligations? Yes No View No
If yes: What is the estimated amount of the Company debt?
Was the debt obligation incurred more than 5 years ago? Yes 🗌 No 🗌 I'm not sure 🗌
What is the amount of total debt that is over 5 years old?

INITIAL DOCUMENTS NEEDED

Who should we contact to provide the following information?

Contact Information (Name, Email Address, Phone)

- Shareholder Form K-1
- Company's Tax Return (Form 1065)
- Company Financials
- Company Organization Chart (if acting as, or owned by, a holding company)

NEXT STEPS

Once you decide to move forward in making your complex gift, we will need the following to complete our due diligence. (NOTE: We use these documents to identify your Company's legal requirements for its owners and for any ownership transfers.)

- Articles of Organization
- Operating Agreement with any amendments
- List of members with the percentage owned by each member including all classes of interest
- Most recent business appraisal (if available)
- Copy of front and back of member certificate (if applicable)
- Any other agreements that may contain transfer restrictions
- If held in a trust or holding company, please provide the applicable trust instrument or holding company's organization documents, potentially including Articles, Bylaws, Operating Agreement, Partnership Agreement or other similar document.

Would you like to use DocuSign for gift completion? Yes No No If yes, we will be reaching out for email addresses of all required signers.

Please email these documents to your NCF contact.