

VENTURE SMARTER

LLC CAPITAL CONTRIBUTION FORM

[LLC NAME]

Contribution Number: [NUMBER] **Date of Contribution:** [DATE]

COMPANY INFORMATION

LLC Name: [LEGAL NAME] **State of Formation:** [STATE] **Date of Formation:** [DATE] **EIN:** [NUMBER]

Principal Office: [STREET ADDRESS] [CITY, STATE ZIP CODE]

CONTRIBUTING MEMBER INFORMATION

Member Name: [FULL LEGAL NAME] **Address:** [STREET ADDRESS] [CITY, STATE ZIP CODE] **Phone:** [NUMBER] **Email:** [EMAIL] **Tax ID/SSN:** [NUMBER]

Current Ownership (Before Contribution):

- Membership Units: [NUMBER]
- Ownership Percentage: [%]
- Current Capital Account Balance: $[AMOUNT]

TYPE OF CONTRIBUTION

Select contribution type: (Check one)

- [ ] **Initial Capital Contribution** (at formation or joining LLC)
- [ ] **Additional Capital Contribution** (voluntary)
- [ ] **Required Capital Contribution** (per call by Members/Managers)
- [ ] **Contribution for Purchase of Additional Units**
- [ ] **Contribution to Cover Losses/Deficits**
- [ ] **Other:** [SPECIFY]

SECTION 1: CASH CONTRIBUTION

Total Cash Amount: $[AMOUNT]

Payment Method: (Check one)

- [ ] Check Number: [NUMBER]
- [ ] Wire Transfer - Confirmation: [NUMBER]
- [ ] ACH Transfer - Reference: [NUMBER]
- [ ] Cash (not recommended for amounts over $10,000)
- [ ] Other: [SPECIFY]

Date Received: [DATE] **Received By:** [NAME AND TITLE]

Bank Deposit Information:

- Bank Name: [NAME]
- Account Number: [LAST 4 DIGITS]
- Deposit Date: [DATE]
- Deposit Receipt/Confirmation: [NUMBER]

SECTION 2: PROPERTY CONTRIBUTION

Property Description:

Item	Description	Condition	Quantity
[TYPE]	[DETAILED DESCRIPTION]	[NEW/USED/CONDITION]	[NUMBER]
[TYPE]	[DETAILED DESCRIPTION]	[NEW/USED/CONDITION]	[NUMBER]

Detailed Description: [PROVIDE COMPLETE DESCRIPTION INCLUDING:

- Make, model, serial numbers
- Age and condition
- Location of property
- Any liens or encumbrances
- Title/ownership documentation]

Real Property Details (If applicable):

- Legal Description: [DESCRIPTION]
- Street Address: [ADDRESS]
- Parcel/Tax ID Number: [NUMBER]
- Current Use: [DESCRIPTION]
- Existing Mortgages/Liens: [YES/NO - DETAILS]

Personal Property Details (If applicable):

- Equipment: [LIST]
- Inventory: [LIST]
- Vehicles: [YEAR, MAKE, MODEL, VIN]
- Intellectual Property: [PATENTS, TRADEMARKS, COPYRIGHTS]
- Other Assets: [SPECIFY]

SECTION 3: PROPERTY VALUATION

Agreed Upon Fair Market Value: $[AMOUNT]

Valuation Method: (Check one or more)

- [ ] Independent professional appraisal
- [ ] Mutual agreement of all Members
- [ ] Book value from contributing Member's records
- [ ] Purchase price/cost basis
- [ ] Comparable sales analysis
- [ ] Income approach valuation
- [ ] Other: [SPECIFY]

Appraiser Information (If applicable):

- Name: [NAME]
- Company: [COMPANY NAME]
- License/Certification: [NUMBER]
- Date of Appraisal: [DATE]
- Appraisal Report Attached: [ ] Yes [ ] No

Valuation Supporting Documents:

- [ ] Professional appraisal report
- [ ] Recent purchase receipts
- [ ] Tax assessor valuation
- [ ] Comparable sales data
- [ ] Financial statements
- [ ] Other: [SPECIFY]

SECTION 4: SERVICES CONTRIBUTION

Description of Services: [DETAILED DESCRIPTION OF SERVICES TO BE PROVIDED]

Service Details:

- Type of Service: [DESCRIPTION]
- Estimated Hours: [NUMBER]
- Hourly Rate: $[AMOUNT]
- Expected Completion Date: [DATE]
- Deliverables: [LIST]

Agreed Upon Value: $[AMOUNT]

Valuation Basis:

- [ ] Market rate for similar services
- [ ] Member's standard billing rate
- [ ] Mutual agreement of Members
- [ ] Other: [SPECIFY]

Service Performance Schedule:

- Start Date: [DATE]
- Completion Date: [DATE]
- Milestones: [LIST KEY MILESTONES]

Payment/Credit Terms:

- [ ] Credit applied upon completion
- [ ] Credit applied incrementally upon milestones
- [ ] Other: [SPECIFY]

SECTION 5: INTELLECTUAL PROPERTY CONTRIBUTION

Type of IP: (Check all that apply)

- [ ] Patent(s)
- [ ] Trademark(s)
- [ ] Copyright(s)
- [ ] Trade Secrets
- [ ] Software/Source Code
- [ ] Domain Names
- [ ] Other: [SPECIFY]

IP Details:

Type	Description	Registration #	Value
[TYPE]	[DESCRIPTION]	[NUMBER]	$[AMOUNT]
[TYPE]	[DESCRIPTION]	[NUMBER]	$[AMOUNT]

Assignment of IP:

- [ ] Full ownership transferred to LLC
- [ ] License granted to LLC (exclusive/non-exclusive)
- [ ] Other arrangement: [SPECIFY]

IP Documentation Attached:

- [ ] Patent certificates
- [ ] Trademark registrations
- [ ] Copyright certificates
- [ ] Assignment agreements
- [ ] License agreements

SECTION 6: CONTRIBUTION SUMMARY

Total Value of Contribution:

Contribution Type	Value
Cash	$[AMOUNT]
Property	$[AMOUNT]
Services	$[AMOUNT]
Intellectual Property	$[AMOUNT]
TOTAL CONTRIBUTION	$[TOTAL]

SECTION 7: EFFECT ON OWNERSHIP

Purpose of Contribution:

- [ ] Does NOT change ownership percentage
- [ ] INCREASES ownership percentage
- [ ] Purchase of additional units
- [ ] Required contribution maintaining current ownership

Ownership Changes:

Before Contribution:

- Total Company Units Outstanding: [NUMBER]
- Member's Units: [NUMBER]
- Member's Ownership Percentage: [%]

After Contribution:

- New Units Issued to Member: [NUMBER]
- Total Company Units Outstanding: [NUMBER]
- Member's Total Units: [NUMBER]
- Member's New Ownership Percentage: [%]

Capital Account Update:

- Previous Capital Account Balance: $[AMOUNT]
- Current Contribution: $[AMOUNT]
- New Capital Account Balance: $[AMOUNT]

SECTION 8: REPRESENTATIONS AND WARRANTIES

The contributing Member represents and warrants that:

- [ ] Member has legal authority to make this contribution
- [ ] All contributed property is owned free and clear (or liens disclosed)
- [ ] No third-party consents required for contribution
- [ ] All property descriptions and valuations are accurate
- [ ] No pending litigation affects contributed property
- [ ] All required spousal consents obtained (if applicable)
- [ ] Member has disclosed all material facts
- [ ] Contribution complies with Operating Agreement and law

Specific Representations for Property:

- [ ] Member has good and marketable title
- [ ] Property free from liens except: [LIST IF ANY]
- [ ] No environmental issues or contamination
- [ ] All required permits and licenses in place
- [ ] Property in condition represented

SECTION 9: ACCEPTANCE BY COMPANY

The Company hereby accepts this capital contribution and agrees to:

- [ ] Credit Member's capital account with value stated above
- [ ] Issue new membership units as specified (if applicable)
- [ ] Update membership records and certificates
- [ ] Amend Operating Agreement if ownership changes
- [ ] Record contribution in Company books and records

Accepted by Company:

Authorized Officer:

[NAME AND TITLE] Date: _____

SECTION 10: TERMS AND CONDITIONS

10.1 No Return of Contribution. Member acknowledges that capital contributions are not returnable except:

- Upon dissolution and winding up of Company
- As specifically provided in Operating Agreement
- By unanimous vote of all Members

10.2 No Interest. No interest shall be paid on capital contributions.

10.3 Tax Treatment. Member acknowledges responsibility for all tax consequences of this contribution and has consulted with tax advisor.

10.4 Contribution is Binding. This contribution is irrevocable once accepted by the Company.

10.5 Integration with Operating Agreement. This contribution is subject to all terms of the Operating Agreement.

SECTION 11: REQUIRED APPROVALS

Member Vote/Approval: (If required for acceptance)

Motion: To accept capital contribution from [MEMBER NAME] in the amount of $[AMOUNT].

Member Name	Vote	Ownership %
[MEMBER 1]	□ Approve □ Deny □ Abstain	[%]
[MEMBER 2]	□ Approve □ Deny □ Abstain	[%]
[MEMBER 3]	□ Approve □ Deny □ Abstain	[%]

Total Approval: [%] **Result:** □ APPROVED □ DENIED

Date of Approval: [DATE]

SECTION 12: SIGNATURES

CONTRIBUTING MEMBER:

I hereby make this capital contribution and certify that all information provided is true and accurate.

[MEMBER NAME] Date: _____

SPOUSAL CONSENT (If Required):

I consent to this capital contribution and acknowledge it may affect community property interests.

[SPOUSE NAME] Date: _____

COMPANY ACCEPTANCE:

On behalf of [LLC NAME], I hereby accept this capital contribution._____

Authorized Officer:

[NAME AND TITLE] Date: _____

Company Secretary:

[NAME] Date: _____

SECTION 13: RECEIPT

RECEIPT FOR CAPITAL CONTRIBUTION

This acknowledges receipt of capital contribution from [MEMBER NAME] in the total amount of $[AMOUNT] consisting of:

- Cash: $[AMOUNT]
- Property: $[AMOUNT]
- Services: $[AMOUNT]
- Intellectual Property: $[AMOUNT]

Received on: [DATE]

By: _____ [NAME AND TITLE]

SECTION 14: ATTACHMENTS AND SUPPORTING DOCUMENTS

The following documents are attached and incorporated:

- [ ] Appraisal report(s)
- [ ] Property title documents
- [ ] Bill of sale or deed
- [ ] Assignment of intellectual property
- [ ] Service agreement or contract
- [ ] Bank deposit receipt/wire confirmation
- [ ] Photos of contributed property
- [ ] Operating Agreement amendment (if ownership changed)
- [ ] New membership certificate
- [ ] Member resolution approving contribution
- [ ] Lien releases or payoff statements
- [ ] Environmental reports (if real property)
- [ ] Other: [SPECIFY]

SECTION 15: RECORD KEEPING

Filing Instructions:

- [ ] File original with Company records
- [ ] Provide copy to contributing Member
- [ ] Update capital account ledger
- [ ] Update membership certificates and records
- [ ] Amend Operating Agreement if needed
- [ ] Update tax basis records
- [ ] Notify Company accountant/bookkeeper
- [ ] Record in Company minute book
-

Recorded by: [NAME AND TITLE] **Date Recorded:** [DATE]

UPDATED CAPITAL ACCOUNTS (After This Contribution)

Member Name	Units	Ownership %	Capital Account	Total Contributions
[MEMBER 1]	[NUMBER]	[%]	$[AMOUNT]	$[AMOUNT]
[MEMBER 2]	[NUMBER]	[%]	$[AMOUNT]	$[AMOUNT]
[MEMBER 3]	[NUMBER]	[%]	$[AMOUNT]	$[AMOUNT]
TOTAL	[TOTAL]	100%	$[TOTAL]	$[TOTAL]

This form should be completed for every capital contribution and maintained in the Company's permanent records. Consult with legal and tax professionals regarding the implications of capital contributions.