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Dear Friend,

Thank you for contacting Deer Creek Corporate Services. We have been a Registered Agent in good standing with the State of Montana for fourteen years. We are happy to serve you in setting up your Limited Liability Company (LLC) and registering your vehicles. Your LLC is a legal entity that resides at a legal address here in Montana. When your vehicle is registered in the name of your LLC it comes under Montana law and statutes, which is why there is no sales tax for its purchase, nor personal property (excise) tax, etc. You are driving the company car. On top of that, registration fees in Montana are lower than most other states.

We have included the three necessary forms to set up an LLC in Montana and register vehicles. Below you will find a detailed description of how to fill out these forms. Please return these three documents along with a check or credit card number to complete the registration process. For motor homes and trailers we charge \$1295 to set up the LLC and register the RV. For passenger vehicles we charge \$1000 plus the cost of the vehicle registration. We can give you a quote over the phone or by email for the cost of vehicle registrations. We will also need the Manufacturers Certificate of Origin if the vehicle is new, or a title if the vehicle is used. Make sure that your MCO or title is properly signed over to your LLC (if you are already the owner of the vehicle you must sign as the seller and put your LLC as the purchaser) and check to see if it requires notarization.

There are three documents attached:

1. Client Info Form
2. Limited Power of Attorney
3. Vehicle Info Page

#### **Document 1: Client Info Form**

Section 1 - Client Contact Info: Please fill in your contact information.

Section 2 - LLC Info: List the name of your LLC and the names and addresses of all the LLC members.

Section 3 - Payment: Input your credit card information here (you can also pay by check if you prefer).

Section 4 - Bank Account Info (Optional): Fill this section out if you want a business checking account.

#### **Document 2: Limited Power of Attorney**

This Power of Attorney only allows us to register vehicles on behalf of your LLC in Lewis and Clark County and to file and amend Articles of Organization with the Montana Secretary of State's Office.

-Place the name of your LLC on the first line.

-Sign and Print your name where designated in front of a notary.

#### **Document 3: Vehicle Info Page**

Input the information for each vehicle that you are going to register.

## **Additional Information**

### **LLC Setup Instructions for a Vehicle Purchase**

If you are in the market to purchase a new vehicle it is important that you set the LLC up prior to making the purchase. That way your LLC will be making the purchase and will be exempt from paying sales tax. In this case, please return the three documents to us by mail, fax or email. We will have the LLC setup within 24 hours and will return the articles of organization (state issued LLC documents) to you via email or fax. You will want to take these articles of organization with you when you make the purchase. Make sure that all purchase documents are made out in the name and address of your Montana LLC (not in your personal name or personal address). Once the purchase is made have the Title or MCO sent up to us and we will complete the registration.

### **LLC Setup Instructions for a Vehicle That You Already Own**

If you are registering a vehicle that you already own please return the three completed documents and the title or MCO to us. Make sure that the title is not in your personal name but has been signed over to your LLC. Once we have all the documentation and titles from you, the vehicle will be registered within 5 business days. We will then send you the license plates and registration immediately. The DMV will issue your new Montana Title and we will forward that on to you.

## **More Info**

### **Business Checking Account (Optional)**

The premise upon which the LLC and Montana registrations are based upon is that you have a legitimate company doing business out of Montana, which owns the vehicles that you are driving. Some states, however, realizing that they are losing out on tax money, are starting to challenge this practice. One of the easiest ways to create a more “challenge-proof” LLC is to add another layer of authenticity to your business by opening a bank account in your LLC’s name here in Helena, Montana, and getting a Federal EIN (Employer Identification Number). With an EIN number your business will be recognized on the federal level as well as the state level. In addition, if you get a debit card on the account, you can use it to purchase fuel, maintenance, and other LLC related expenses, which provides documentable business activity. This will show that the LLC is truly a separate entity with financial records separate from yourself.

We can assist you with filing for an EIN and obtaining a business checking account. Again, this is not required, but I recommend doing this. We work with Valley Bank of Helena. They offer free business checking accounts and are great to work with. Our fee for obtaining the EIN and setting up the bank account is \$395. This includes the mandated deposit by the bank of \$100. If you decide that you do want a bank account you can add the \$395 to our flat fee. We will need copies of each signer's driver's license for the bank.

### **Mail Forwarding**

We forward all documents from all federal and state offices for free. By default we throw away all junk mail. We will forward all other additional correspondence to you at a rate of \$5 per piece. If you need an address to receive personal mail or think that your LLC will be receiving large quantities of mail we can set up a mail forwarding plan for you. We can explain your mail forwarding options for you or you can check them out at [www.mtvehicles.com/pages/mail\\_forwarding](http://www.mtvehicles.com/pages/mail_forwarding)

## **Insurance**

The first thing you should do when obtaining insurance for your vehicle is to ask your current auto insurance provider if they can issue a policy underwritten in Montana for an LLC. You can either have a new policy written in the name of your LLC or you can add your LLC as an additionally insured member to your current policy. We recommend that you contact either:

Twin Peaks Insurance - Tiffanie Tedesco  
3677 Davie Blvd • Ft. Lauderdale, FL 33312  
(954) 791-5007 • (954) 791-0306 [Fax]  
[www.twinpeaksinsurance.com](http://www.twinpeaksinsurance.com)

## **Financing**

If you are in the process of purchasing your vehicle, make sure that the vehicle is put in the name of your LLC on the MCO or title. If you will be financing your purchase, it is vital that the lien is also in the name of your LLC. If you are going to register a vehicle that you already own under your Montana LLC you must contact the lienholder and get from them written approval to register the vehicle in Montana in the name of your LLC. If your bank won't do this, we recommend that you refinance. If you are need of financing or refinancing we recommend that you contact Hal Jolles at Voyager Credit 877-222-0301.

## **Next Year's Fees**

Next year's fees will be the cost of keeping the registration current, \$100 to maintain the LLC, and \$15 to the MT Secretary of State to file your annual report. In Montana, vehicle registration becomes progressively cheaper based on age. If the vehicle is over the age of 11 years or a trailer it will have permanent plates and there will be no renewal fee.

## **Adding Vehicles to Your LLC**

If you would like to register additional vehicles under your LLC at a later date we charge \$195 plus the cost of the license plates. You can register up to two vehicles under the \$195 handling fee provided you send the MCOs/Titles for registration together at the same time. To register additional vehicles please send us the MCOs/Titles signed over to your LLC, along with the information requested in the Vehicle Registration Info form that you filled out. Please feel free to contact us with any questions about this process via phone or email.

It is important to send all titles and MCOs to us with a tracking number as they are original documents.

Send by Fedex or UPS to:  
Deer Creek Corporate Services, Inc.  
1076 N. Ewing St.  
Helena, MT 59601

or by U.S. Mail to:  
Deer Creek Corporate Services  
PO Box 1840  
Helena, MT 59624

Alternately, you can complete the entire LLC setup and registration process online at our website:  
[www.mtvehicles.com](http://www.mtvehicles.com)

**Client Info Form**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Additional Instructions or Message \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Limited Liability Company Info

Name of Limited Liability Company \_\_\_\_\_

Names and Addresses of Members \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Payment \*We accept payment by check or credit card

Credit Card Type \_\_\_\_\_ Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code (3 digits) \_\_\_\_\_

Name on Card and Billing Address \_\_\_\_\_

\_\_\_\_\_

Business Checking Account (Optional)

Names and Addresses of Signers on Account \_\_\_\_\_

\_\_\_\_\_

Date of Birth for all signers \_\_\_\_\_

Social Security Number for all signers \_\_\_\_\_

\_\_\_\_\_

\*Please include a copy of a form of picture ID for each signer on account. We charge \$395 to set up a Business Checking Account, \$100 of which goes into your initial deposit. All sensitive information will be destroyed after setting up the bank account.

**LIMITED POWER OF ATTORNEY  
Registration of Motor Vehicle**

\_\_\_\_\_, Limited Liability Company, a resident of 1076 N. Ewing St., Helena, MT 59601, Lewis and Clark County, Montana designate Deer Creek Corporate Services, Inc., of 1076 N. Ewing St., Helena, MT 59601, Lewis and Clark County, Montana as my attorney-in-fact (referred to as “the Agent”) on the following terms and conditions:

- 1) Authority to Act.** The Agent is authorized to act for me under this Power of Attorney as described herein.
- 2) Powers of Agent.** The Agent may act and exercise power, authority and control on my behalf, with regard to the registration of motor vehicles within Lewis and Clark County, Montana, and in regard to the filing and amending of businesses with the Montana Secretary of State, and in regard to title work with the Montana Title and Registration Bureau.
- 3) Durability.** This Power of Attorney shall expire if revoked by me in writing.
- 4) Reliance by Third Parties.** Third parties may rely upon the representations of the Agent as to all matters regarding powers granted to the Agent. No person who acts in reliance on the representations of the Agent or the authority granted under this Power of Attorney shall incur any liability to me or to my estate for permitting the Agent to exercise any power prior to actual knowledge that the Power of Attorney has been revoked or terminated by operation of law or otherwise.
- 5) Indemnification of Agent.** No agent named or substituted in this power shall incur any liability to me for acting or refraining from acting under this power, except for such agent’s own misconduct or negligence. I agree to indemnify and hold harmless any agent named or substituted in this power for any court costs, civil judgments, or reasonable attorney fees that are incurred as a result of exercising the powers described herein.
- 6) Original Counterparts.** Photocopies of this signed Power of Attorney shall be treated as original counterparts.

Dated: \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Subscribed and sworn to before me on \_\_\_\_\_.

Notary signature: \_\_\_\_\_.

Printed Name: \_\_\_\_\_.

Title or rank: \_\_\_\_\_.

For the state of \_\_\_\_\_ County of \_\_\_\_\_.

Residing at \_\_\_\_\_

My commission expires \_\_\_\_\_

### Vehicle Registration Info

Estimated Value \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Type of Vehicle (ex. motorhome, 5th wheel, pickup, convertible, etc) \_\_\_\_\_

Color \_\_\_\_\_ Fuel type (Gas or Diesel) \_\_\_\_\_

Motorhomes and Trailers Only: Declared weight and length \_\_\_\_\_

Motorcycles Only: Wheel Base, Wheel Diameter, and # of CCs \_\_\_\_\_

Is there a security interest or lien against this vehicle? (Yes or No) \_\_\_\_\_

Date of First Security Lien \_\_\_\_\_ Amount of lien \_\_\_\_\_

Name of Lienholder \_\_\_\_\_

Mailing Address of Lienholder \_\_\_\_\_

### Additional Vehicle Info

Estimated Value \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Type of Vehicle (ex. motorhome, 5th wheel, pickup, convertible, etc) \_\_\_\_\_

Color \_\_\_\_\_ Fuel type (Gas or Diesel) \_\_\_\_\_

Motorhomes and Trailers Only: Declared weight and length \_\_\_\_\_

Motorcycles Only: Wheel Base, Wheel Diameter, and #CCs \_\_\_\_\_

Is there a security interest or lien against this vehicle? (Yes or No) \_\_\_\_\_

Date of First Security Lien \_\_\_\_\_ Amount of lien \_\_\_\_\_

Name of Lienholder \_\_\_\_\_

Mailing Address of Lienholder \_\_\_\_\_