|  |
| --- |
| **Corporation Formation & EIN Checklist** |
| **Rush?** |
| **Start date:** |
| **Name:** |
| **Statutory Close Corporation?** |
| **S Corp election? (FORM 2553)** |
| **Reason for formation (check one):**   * Started a new business? * Hired employees? * Banking Purpose? * Changed type of organization? * Purchased active business? |
| **Director(s) 1 or multiple? List name(s) and address(es) here:** |
| **Officers: (\* if required)**   1. **\***CEO-   **Address:**   1. **\***Secretary-   **Address:**   1. **\***CFO-   **Address:**   1. Vice President |
| **# of Shares Authorized (on Articles):** |
| **Shareholders: # of shares held: consideration for shares:** |
| **Number of Employees First Year?**  **Date wages or annuities will be paid:**  **Tax Liability of $1,000 or less during calendar year (yes or no):** |
| **SSN# of Responsible Party:** |
| **Highway Motor Vehicle?:**  **Gambling?:**  **File Form 720?:**  **Alcohol, Tobacco or firearms?:** |
| **Principal Address**:  **Mailing Address (if different than above):**  **Phone Number:**  **Agent for Service of Process:**  J. Dana Mitchellweiler  980 Montecito Drive, Suite 101 |
| **Merchandise Sold/Services Provided**: |

**CORPORATION CHECKLIST- (MLC ONLY)**

**Articles Date:**  \_\_\_\_\_\_\_\_\_\_

**Articles No.:**  \_\_\_\_\_\_\_\_\_\_

**Intake Form:** \_\_\_\_\_\_\_\_\_\_

**Statement of Info:** \_\_\_\_\_\_\_\_\_\_

**Bylaws:**  \_\_\_\_\_\_\_\_\_\_

**Minutes of First Meeting:**  \_\_\_\_\_\_\_\_\_\_

**Print Stock Certificates:**  \_\_\_\_\_\_\_\_\_\_

**EIN#:**  \_\_\_\_\_\_\_\_\_\_

**25102(f) Filing online:** \_\_\_\_\_\_\_\_\_\_

**S Election Form** \_\_\_\_\_\_\_\_\_\_

**Originals to Client:**  \_\_\_\_\_\_\_\_\_\_