|  |
| --- |
| **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 Mitchellweiler980 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:**  \_\_\_\_\_\_\_\_\_\_