

R. Zebulon Law, Esq.
A Professional Corporation

CORPORATE FORMATION CHECKLIST

Proposed Names of Corporation:

1. _____
2. _____
3. _____

If the business will be operating under a different name than the corporation, what will be the fictitious name:_____

State and County in which business will operate:_____

Address and principal place of business:_____

Phone:_____ **Fax:**_____ **Cell:**_____

E-Mail:_____

Principal business activity:_____

Agent for Service of Process:_____

(Name Address and Telephone Numbers)

Number of Directors:_____ **Fiscal year (12/31)?**_____ **“S” Election:** Yes No

Date business started/is to start:_____ **No. of Employees:**_____

First date wages paid:_____

Corporation Primary Bank:_____

Name, address and phone number of CPA:_____

Cash or accrual method of accounting?_____

OFFICER/DIRECTOR/SHAREHOLDER INFORMATION

1. Name: _____ Director Shareholder

Officer _____ (title)

Address: _____

SSN: _____ D/L No. _____ Phone Nos. _____

Percentage of Shares _____ Contribution of Assets? Yes No

If yes, value of assets _____

Consideration _____ (in dollar amounts for cash, property or services rendered)

Name of Spouse: _____ SSN: _____

Name Shares are to be held in: _____
(i.e., family trust, joint tenancy, community property, sole and separate property)

2. Name: _____ Director Shareholder

Officer _____ (title)

Address: _____

SSN: _____ D/L No. _____ Phone Nos. _____

Percentage of Shares _____

Contribution of Assets? Yes No If yes, value of assets _____

Consideration _____ (in dollar amounts for cash, property or services rendered)

Name of Spouse: _____ SSN: _____

Name Shares are to be held in: _____
(i.e., family trust, joint tenancy, community property, sole and separate property)

3. Name: _____ Director Shareholder

Officer _____ (title)

Address: _____

SSN: _____ D/L No. _____ Phone Nos. _____

Percentage of Shares _____

Contribution of Assets? Yes No If yes, value of assets _____

Consideration _____ (in dollar amounts for cash, property or services rendered)

Name of Spouse: _____ SSN: _____

Name Shares are to be held in: _____
(i.e., family trust, joint tenancy, community property, sole and separate property)