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PRE-INCORPORATION/ BUSINESS FORMATION CHECKLIST

Name of Corporation/ Business:

Principal Business Address:

Mailing Address:

Telephone:

County:

Alternative Locations:

State of Incorporation/Formation:

Authority in Additional States?

Shares:

Members Ownership Percentage:

Class/Series

Par Value (if any)

Number of Authorized Shares

Voting Rights

Limitations

Preferences

Registered Agent:

Registered Office:

Purpose, if appropriate:

Duration (perpetual?):

Incorporator:

Name:

Address:

Initial Directors:

Name #1:

Address:

Telephone:

Name #2:
Address:
Telephone:

Name #3:
Address:
Telephone:

Other Article Provisions:

Shareholders/Members: (Please give Social Security number)

Name #1:
Address:
Telephone:
Shares:
Consideration:

Name #2:
Address:
Telephone:
Shares:
Consideration:

Name #3:
Address:
Telephone:
Shares:
Consideration:

Name #4:
Address:
Telephone:
Shares:
Consideration:

Preemptive Rights:
Cumulative Voting:

Indemnity Issues:

By-Laws/Operating Agreement:
Shareholder/Members Annual Meeting:
Date and Time:
Place:
Special Notice Provision:
Special Quorum:
Supermajority on any Issues:

Fiscal Year:
How Amended:
Directors/Managers:
Members/Shareholders:
Both:

Directors/Managers:
Number:
Staggered Terms:
Vacancies:
Meetings:
How Called:
Special Quorum:
Supermajority on any Issues:

Officers/Managers:
Positions and Persons Appointed:
Social Security Numbers:
Telephone Numbers:
Any Special Duties:
Wages:
Employment Contracts:

Professionals:
Bank and Branch:
Accounting Firms:
Law Firm:
Other Professionals:

IRS & 248 Organizational Expense Election:

S Corporation Election: (if applicable)

Shareholders¹:

Names

SSN

Tax Year

Employer Tax Identification Number:

State Tax Forms:

Local Tax Forms:

Worker's Compensation

Sales Tax:

Other Taxes:

Tax Elections:

Licenses:

Insurance Issues:

Employee Benefits:

Medical:

Dental:

Life:

Disability:

Retirement:

401(K) Plan

Other

How Often Are Employees Paid:

Number of Employees:

Date First Hired:

Date First Paid:

Contracts:

Premises Lease:

Equipment:

Intellectual Property:

Other:

¹ Do any shareholders live in community property states? If so, signature of spouse required.

Consents of Third Parties to Transfers/Assignment:

Transfer of Existing Business to Corporation:
Transfer of Existing Licenses (auto, alcohol, etc.)

Assumed Business Names:
Trademarks/Service Marks:

Buy-Sell Agreements:
Shareholder/Members Agreements:
Voting Agreements:

Federal & State Securities Law Issues: