

Forming a Corporation

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FORMING A CORPORATION

NAME OF CORPORATION: _____

(Note: the corporation must have on the end one of the following designations:
Incorporation (or Inc.); Corporation (or Corp.), Limited (or Ltd.)

Please provide two alternate names in the event the first choice is not approved by the Secretary of State. This can happen if the name is already in use or is too similar to a corporation already on file.

ALTERNATE NAME: _____ (2nd choice)

_____ (3rd choice)

ADDRESS OF CORPORATION: _____

(Note: the corporation must have a physical address. You can designate a post office box for mailing, however).

COUNTY: _____

STATE: _____

OFFICERS OF CORPORATION: _____, President

_____, Vice President

_____, Secretary

_____, Treasurer

Any two or more offices may be held by the same person, except the offices of president and secretary. If the corporation has only one shareholder, that person may hold all of the offices.

The general day to day duties of the officers of the corporation are:

President and Vice-President oversee the management of the corporation; the Secretary keeps the minutes and books and records; the Treasurer keeps the accounting records, attends to accounts receivable and accounts payable and banking for the corporation.

DIRECTORS OF CORPORATION:

NAME

ADDRESS

NAME

ADDRESS

NAME

ADDRESS

NAME

ADDRESS

NAME

ADDRESS

(Note: Directors can be the same as the officers) If there are three or more shareholders there must be at least three directors. Directors are responsible for the management of the corporation, i.e., they are responsible for determining corporate policies and conducting significant corporate activities.

STOCKHOLDERS AND NUMBER OF STOCK:

_____, _____ No. of shares
NAME

ADDRESS

_____, _____ No. of shares
NAME

ADDRESS

_____, _____ No. of shares
NAME

ADDRESS

_____, _____ No. of shares
NAME

ADDRESS

_____, _____ No. of shares
NAME

ADDRESS

PLEASE NOTE: A corporation is allowed to have only one shareholder, in which event all officers, directors and stockholders can be the same person.

(Note: Many corporations are authorized to issue stock of 200 shares. You can issue all or only a portion of the shares of the stock to one or more individuals and the rest of the authorized but unissued shares will be held by the corporation. If a corporation wishes to be authorized more than 200 shares, additional taxes will be assessed which must be paid at the time of formation.

NAME AND ADDRESS OF BANK WHERE
CORPORATE ACCOUNT WILL BE OPENED: _____

Once the corporation is formed, an application for a Federal Tax Identification number must be filed with Internal Revenue Service. The IRS will issue an Employer Identification Number (EIN) for the corporation. In order to complete the application for EIN, the following additional information will be required:

Highest number of employees expected in the next 12 months in the following categories: (or not applicable)

Nonagricultural: _____ Agricultural: _____ Household: _____

If the corporation will sell products or services, to whom are most of the products or services sold: (or not applicable)

Business(wholesale): _____ Public (Retail): _____ Other (specify: _____