

**PRE-INCORPORATION/ BUSINESS FORMATION CHECKLIST**

**Name of Corporation/ Business:**

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**Principal Business Address:**

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**Mailing Address:**

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**Telephone(s):**

**Office:**

**Fax:**

**Other:**

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**County:**

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**Alternative Locations:**

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**State of Incorporation/Formation:**

**Authority in Additional States?**

**Stocks**

**Shares:** \_\_\_\_\_ **Members Ownership Percentage:** \_\_\_\_\_

Class/Series	Par Value (if any)	Number of Authorized Shares

Voting Rights	Limitations	Preferences

**Registered Agent:** \_\_\_\_\_  
**Registered Office Address:**

\_\_\_\_\_

**Purpose, if appropriate:**

\_\_\_\_\_

**Duration (perpetual?):**

\_\_\_\_\_

**Incorporator:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Initial Directors:**

**Name #1:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Name #2:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Name #3:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Name #4:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Other Article Provisions:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Shareholders/Members:**

**(Social Security #)**

**Name #1:** \_\_\_\_\_

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone(s):** \_\_\_\_\_

**Shares:** \_\_\_\_\_

**Consideration:** \_\_\_\_\_

**Name #2:** \_\_\_\_\_

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone(s):** \_\_\_\_\_

**Shares:** \_\_\_\_\_

**Consideration:** \_\_\_\_\_

**Name #3:** \_\_\_\_\_

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone(s):** \_\_\_\_\_

**Shares:** \_\_\_\_\_

**Consideration:** \_\_\_\_\_

**Name #4:** \_\_\_\_\_

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone(s):** \_\_\_\_\_

**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)**

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

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:**

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**Equipment:**

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**Intellectual Property:**

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**Other:**

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**Consents of Third Parties to Transfers/Assignment:**

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**Transfer of Existing Business to Corporation:**

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**Transfer of Existing Licenses (auto, alcohol, etc.)**

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**Assumed Business Names:**

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**Trademarks/Service Marks:**

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**Buy-Sell Agreements:**

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**Shareholder/Members Agreements:**

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**Voting Agreements:**

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**Federal & State Securities Law Issues:**

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