BUSINESS ENTITY FORMATION CLIENT INTAKE FORM
- CORPORATIONS -

Client:_____ **Referred by:** _____

Address:_____

Phones #: +1 ( ) _____ (H) and +1 ( ) _____ (W)

+1 ( ) _____ (Fax) and +1 ( ) _____ (Pg/Cell)

E-Mail:_____

(*IF MORE SPACE IS REQUIRED PLEASE INSERT HERE OR PRINT ON THE BACK)*

Promoters[1]**:**_____ **SSN:**_____

Address:_____

Phone# +1 ( ) _____ (H) and +1 ( ) _____ (W)

+1( ) _____ (Fax) and +1 ( ) _____ (Other)

E-Mail:_____

Name:_____ **SSN:**_____

Address:_____

Phones #: +1 ( ) _____ (H) and +1 ( ) _____ (W)

+1 ( ) _____ (Fax) and +1 ( ) _____ (Pg/Cell)

E-Mail:_____

(*IF MORE SPACE IS REQUIRED PLEASE INSERT HERE OR PRINT ON THE BACK)*

Subscribers[2]**:** _____ **SSN:**_____

Address:_____

Phones #: +1 ( ) _____ (H) and +1 ( ) _____ (W)

+1 ( ) _____ (Fax) and +1 ( ) _____ (Pg/Cell)

E-Mail:_____

(*IF MORE SPACE IS REQUIRED PLEASE INSERT HERE OR PRINT ON THE BACK)*

Incorporators[3]**:**_____ **SSN:**_____

Address:_____

Phones #: +1 ( ) _____ (H) and +1 ( ) _____ (W)

+1 ( ) _____ (Fax) and +1 ( ) _____ (Pg/Cell)

E-Mail:_____

(*IF MORE SPACE IS REQUIRED PLEASE INSERT HERE OR PRINT ON THE BACK)*

Name of Corporation: (Full Name)_____

(Short Form or Initials)_____

S Corporation Election: (Y/N) _____

Term of Existence: Perpetual or No. of Years and Termination Date _____ **(**CIRCLE ONE)

Offices:

Principal Office Location:_____

_____

[1] Persons acting on behalf of the Corporation not yet formed.

[2] Persons/entities who make written offers to buy stock from the Corporation not yet formed.

[3] Person/entity that signs and files the Articles of Incorporation with the Secretary of State

Other Offices (Inside/Outside State):_____

_____

_____

_____

(IF MORE SPACE IS REQUIRED PLEASE INSERT HERE OR PRINT ON THE BACK)

Location of Accounting and Corporate Books:_____

Accountant/Book keeper:_____

Address:_____

Phone# +1 ( )_____(H) and +1 ( )_____(W)

+1( )_____(Fax) and +1 ( )_____ (Other)

E-Mail:_____

Registered Agent:_____ **SSN:**_____

Address:_____

Phone# +1 ( )_____(H) and +1 ( )_____(W)

+1( )_____(Fax) and +1 ( )_____ (Other)

E-Mail:_____

Capitalization:

Total Capital:_____

Number of Shares:_____

Class of Shares:

Preferred:_____ **Consideration:** **$**_____

Common:_____ **$**_____

Other:_____ **$**_____

Shareholders:_____ **SSN:**_____

Address:_____

Phone# +1 ( )_____(H) and +1 ( )_____(W)

+1( )_____(Fax) and +1 ( )_____ (Other)

E-Mail:_____ Number of Shares:_____ Type of Shares_____

Name:_____ **SSN:**_____

Address:_____

Phones #: +1 ( )_____(H) and +1 ( )_____(W)

+1 ( )_____(Fax) and +1 ( )_____(Pg/Cell)

E-Mail:_____ Number of Shares:_____ Type of Shares_____

(*IF MORE SPACE IS REQUIRED PLEASE INSERT HERE OR PRINT ON THE BACK)*

Initial Director(s): **Number:**_____ **Initial Term of Office:**_____

Name:_____ **SSN:**_____

Address:_____

Phones #: +1 ( )_____(H) and +1 ( )_____(W)

+1 ( )_____(Fax) and +1 ( )_____(Pg/Cell)

E-Mail:_____

(*IF MORE SPACE IS REQUIRED PLEASE INSERT HERE OR PRINT ON THE BACK)*

Officers: **Term of Office:**_____

President:
Name:_____ **SSN:**_____
Address:_____
Phones #: +1 ( )_____(H) and +1 ( )_____(W)
+1 ( )_____(Fax) and +1 ( )_____(Pg/Cell)
E-Mail:_____
Duties:_____

Vice President:
Name:_____ **SSN:**_____
Address:_____
Phones #: +1 ( )_____(H) and +1 ( )_____(W)
+1 ( )_____(Fax) and +1 ( )_____(Pg/Cell)
E-Mail:_____
Duties:_____

Secretary:
Name:_____ **SSN:**_____
Address:_____
Phones #: +1 ( )_____(H) and +1 ( )_____(W)
+1 ( )_____(Fax) and +1 ( )_____(Pg/Cell)
E-Mail:_____
Duties:_____

Treasurer:
Name:_____ **SSN:**_____
Address:_____
Phones #: +1 ( )_____(H) and +1 ( )_____(W)
+1 ( )_____(Fax) and +1 ( )_____(Pg/Cell)
E-Mail:_____
Duties:_____

Bylaws:
Adoption Procedure:_____

Approval by Shareholders: Y/N__ **Vote Required to Ratify:**_____

Special Voting Requirements- Actions requiring a higher vote than required by statute (Amendments, etc.)
Directors vote:_____
Stockholders vote:_____

Amendments:

Method of Amending:_____

_____

_____

Approval by Directors/Shareholders:_____

Quorum and vote required to ratify:_____

Calendar/Fiscal Year:_____ (CIRCLE ONE AND CHOOSE A DATE)

Date of Annual Meeting:_____

Location:_____

Purpose of Corporation:

1. **General Purposes:**_____

   _____
2. **Specific Purposes and Powers:**
3. **Corporate Operations:** **Y/N**
   - **1) Will the Corporation hire employees** _____
   - **2) Engage in Joint Ventures** _____
   - **3) Acquire other businesses** _____
   - **4) Aid Customers financially and operationally** _____
     - **a) Lend funds** _____
     - **b) Lease or lend property** _____
     - **c) Forgive debts** _____
   - **5) Grant licenses, franchises and rights in corporate assets** _____
   - **6) Manufacture and sell products** _____
   - **7) Engage in service operations** _____

b. Property and Investments:

- **1) Will the Corporation: Buy, sell, and exchange Property** _____
  - **a) Real, personal, intangible** _____
  - **b) Patents, trademarks, inventions** _____
  - **c) Licenses, franchises** _____
- **2) Build and construct offices, wharehouses, plants** _____
- **3) Mortgage, pledge and release property** _____
- **4) Lease property, both real and personal** _____

c. Financial Affairs:

- **1) Will the Corporation: Borrow money** _____
  - **a) Secured/Unsecured** _____
  - **b) Pledge/Mortgage corporate assets** _____
  - **c) Issue bonds. Debentures, commercial paper** _____
- **2) Accept Property in payment of debts** _____
- **3) Make contributions and loans** _____
  - **a) charitable purposes** _____
  - **b) To Employees** _____
  - **c) Customers** _____

d. Indemnification of Directors/Officers:

- **1) What particular actions indemnified? Civil/Criminal** _____
- **2) Provide Insurance to Directors/Officers** _____