



## **CORPORATION WORKSHEET**

Corporation Name:

Alternate Name (if first choice not available):

### **CONTACT INFORMATION**

Name:

Address:

Phone No.: \_\_\_\_\_ Fax No.:

Email address:

### **LOCATION OF CORPORATION**

Principal office located at:

Mailing address (if different):

Business Phone No: \_\_\_\_\_ Business Fax No.

### **AGENT FOR SERVICE OF PROCESS INFORMATION**

Agent Name:

Agent's Address:

### **OFFICERS OF CORPORATION**

President:

Authorized to sign contracts and obligations? \_\_\_\_\_ Yes \_\_\_\_\_ No

Authorized to sign on bank account? \_\_\_\_\_ Yes \_\_\_\_\_ No

Secretary:

Authorized to sign contracts and obligations? \_\_\_\_\_ Yes \_\_\_\_\_ No

Authorized to sign on bank account? \_\_\_\_\_ Yes \_\_\_\_\_ No

Chief Financial Officer:

Authorized to sign contracts and obligations? \_\_\_\_\_ Yes \_\_\_\_\_ No

Authorized to sign on bank account? \_\_\_\_\_ Yes \_\_\_\_\_ No

Vice President: (optional)

Authorized to sign contracts and obligations? \_\_\_\_\_ Yes \_\_\_\_\_ No

Authorized to sign on bank account? \_\_\_\_\_ Yes \_\_\_\_\_ No

## **BOARD OF DIRECTORS**

Number of Directors:

Names and address of Directors:

_____	_____
_____	_____
_____	_____

## **SHAREHOLDERS (must have SSN for ALL shareholders)**

<u>Name</u>	<u># of Shares</u>	<u>Consideration</u> (Cash or otherwise)	<u>SSN</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **BANKING**

*(If you have not already established a bank account for the corporation, indicate "N/A")*

Bank Name (if applicable):

Bank Address:

**BUSINESS TYPE**

Type of Business:

**DBA**

Will the corporation be “doing business as” another name? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, what is the name?

**C CORPORATION OR S CORPORATION**

Sub S corporation status? \_\_\_\_\_ Yes \_\_\_\_\_ No

**EMPLOYEES**

Number of Employees (current): \_\_\_\_\_  
Number of Employees (next 12 months): \_\_\_\_\_

**PREVIOUSLY EXISTING BUSINESS** *(Please Skip If this Is a New Business)*

When was the business started? \_\_\_\_\_ / \_\_\_\_\_ /  
Is there an Employer Identification Number (EIN)? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Please list EIN: \_\_\_\_\_  
When was the EIN obtained? \_\_\_\_\_  
Under what name did you apply for the EIN? \_\_\_\_\_

I hereby authorized Nett & Nett, PC to apply for my Employer Identification Number.

Date: \_\_\_\_\_