

Entity Name and Type

Please provide three options for desired name of the business in order of preference:

Desired Name of Business – (1): _____

Desired Name of Business – (2): _____

Desired Name of Business – (3): _____

Address: _____ City: _____ St: _____ Zip: _____

Form of Business: LLC C Corporation S Corporation Non-profit Limited Partnership LLP

Sole Proprietorship Other: _____

Registered Agent and Registered Office (All Entity Types)

- Option 1 – Designate Mark Smith Law, PLLC as the registered agent and registered office.
- Option 2 – Designate your own registered agent and registered office. (fill out the information below)
 - A. The initial registered agent is an organization (cannot be entity named above) by the name of:

OR

- B. The initial registered agent is an individual resident of the state whose name is set forth below:

<i>First Name</i>	<i>M.I.</i>	<i>Last Name</i>	<i>Suffix</i>
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- C. The business address of the registered agent and the registered office address is:

<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
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Management (LLCs Only)

Will the limited liability company be managed my managers (similar to a board of directors) or by the members (the owners)? Managers Members

Managers/Members/Directors

Please provide the name and address of the managers, members or directors of the entity:

Entity or Last Name: _____ First Name: _____ MI: _____ DOB: _____

Address: _____ City: _____ St: _____ Zip: _____

EIN/SSN: _____ Phone: _____ Email: _____

Title: _____ Ownership %: _____ Ownership Class: _____

Entity or Last Name: _____ First Name: _____ MI: ____ DOB: _____

Address: _____ City: _____ St: _____ Zip: _____

EIN/SSN: _____ Phone: _____ Email: _____

Title: _____ Ownership %: _____ Ownership Class: _____

Entity or Last Name: _____ First Name: _____ MI: ____ DOB: _____

Address: _____ City: _____ St: _____ Zip: _____

EIN/SSN: _____ Phone: _____ Email: _____

Title: _____ Ownership %: _____ Ownership Class: _____

(For additional managers/members/directors, please add additional sheets)

Authorized Shares (For-Profit Corporation Only)

The total number of shares the corporation is authorized to issue is: _____

(1,000,000 is the default)

A. The par value of each of the authorized shares is: _____

OR

B. The shares have no par value.

Type of Business and Purpose

- | | | |
|---|--|---|
| <input type="checkbox"/> Construction | <input type="checkbox"/> Real estate | <input type="checkbox"/> Rental & leasing |
| <input type="checkbox"/> Transportation & warehousing | <input type="checkbox"/> Finance & insurance | <input type="checkbox"/> Healthcare & social assistance |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Wholesale-other | <input type="checkbox"/> Other (specify) _____ |

The purpose should include at least one sentence which defines the principal activity and specific purpose for which the company is being formed (for example, what it will do to make a profit). If the business is being formed as a Special Purpose entity please list the specific reason.

Employees

Highest number of employees expected in the next 12 months? _____

Accounting Year

The Fiscal Year for the company is: _____ and the closing month of the accounting year is _____

Tax Matters Partner/Responsible Person

The IRS requires either an owner or person in authority (CEO or CFO) to be the responsible person regarding applying for an employer identification number and regarding tax matters. Please identify the individual or entity who will serve this role for your company:

Entity or Last Name: _____ First Name: _____ MI: ____ DOB: _____

Address: _____ City: _____ St: _____ Zip: _____

EIN/SSN: _____ Phone: _____ Email: _____

S-Corp Election

Do you want to elect to be taxed as an S-Corp? Yes No

Once you have completed this form and signed the appropriate Engagement Agreement, you can e-mail both forms to info@jmsmithlaw.com. Mark Smith Law, PLLC puts the security of the client at a high priority. This form contains highly sensitive information (ie. SSN). Therefore, it is advisable to encrypt the email when you send it to us. Unfortunately, full security of the email cannot be ensured as, despite our efforts, the data included in emails could be infected, intercepted, or corrupted. In the alternative, you can fax these documents to us at (832) 553-2856.