

Orr & Reno

Professional Association

INCORPORATION WORKSHEET

1. Name of Corporation: 1st Choice: _____
 2nd Choice: _____

2. Corporate Address, including telephone number:

 Tel. No. _____

3. Nature of Business: _____

4. Officers, Directors and Incorporators:

Name & Address	SSN	Incorporator	Director	Office Title

5. Authorized Shares:

Voting	Authorized	Par Value
A. Voting Common Stock		
B. Non-Voting Common Stock		
C. Preferred Stock (C-corp. only)		

6. Shareholders:

Name & Address	SSN	Number of Shares	Consideration

7. Annual Meeting Date: _____

8 Tax Status: S-Corp. _____ C Corp. _____

9. Year End: _____

10. Number of Employees expected within the next 12 months: _____

11. Date expected for first wages: _____

12. Name and address of registered agent: _____

13. Bank accounts: _____

14. Will the corporation operate under any trade names: _____

If so, please list: _____

State Registration? _____

Federal Trademark? _____

15. Will there be a Shareholder Agreement? _____

16. Conflict of Interest? _____

17. Representation Letter? _____

18. Name, Address and telephone number of accountant:

19. Other issues to be addressed: _____

Notes: