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ENTITY INTAKE FORM

1. Your Full Name: _____
2. Your Complete Address: _____
3. All Contact Telephone Numbers: _____
4. Type of Business desired (i.e., Corporation, Partnership, Limited Liability Company, Non-Profit Organization, Association):

5. State in which you desire to form the Business: _____
6. Any other states in which you want the Business to be qualified to do business: _____
7. Desired Effective Date of formation of the Business: _____
8. First Choice of Business Name: _____
9. Second Choice of Business Name (if first is not available): _____
10. General Description of Business (i.e., goods, services, profession, etc.): _____
11. Address of Principal Place of Business: _____
12. Initial Registered Agent (in state of formation): _____
13. Initial Registered Agent Address (in state of formation): _____
14. Initial Cash Capital Contribution to Business: _____
15. Description/Value of Non-Cash Capital to Business (i.e., equipment, land, etc.): _____
16. Full Names and Addresses of the Owners of the Business and their amount of shares, units or percentage of ownership:

17. Full Names and Addresses of who you want to manage the Business (i.e., owners, elected managers or directors, board of directors, etc.): _____
18. Full Names of all officers you wish to elect, if applicable, with their appropriate title next to their name (i.e., President, Vice President, Secretary, Assistant Secretary, Treasurer, etc.): _____
19. Full Name and social security number/tax ID# of principal officer, manager or member of the Business: _____
20. Accounting period (i.e., calendar year (ends Dec. 31) or fiscal year ending): _____
21. Accounting basis (i.e., Cash, Accrual or Other): _____
22. What date do you desire to hold annual meeting of owners (should be within four months following the end of the annual accounting period (i.e., fiscal year end or calendar year end): _____
23. What Trade Name, if any, do you wish to use and in what states: _____
24. Do you expect to have any employees and if so, how many, and what date do you expect to first pay them wages:

