

Corporate Stock Checklist

Designate the number of authorized shares in the Articles of Incorporation and whether they are par or no-par value

At the initial board of directors meeting, determine the number of shares to be issued

If the shares are no-par, determine the value of the shares at the initial board of directors meeting

At a board of directors meeting, determine who will purchase shares and how many will be sold to each person

If necessary, at a board of directors meeting, the board of directors must fix the value of any property that will be accepted in exchange for shares of stock

At a board of directors meeting, authorize officers to issue shares to persons designated

The secretary will then prepare the appropriate stock certificates

If there are restrictions on the transfer of stock, note the restrictions on the back of the certificate

All of the officers of the corporation will sign the certificates

The secretary will receive the money or property from the purchasers and deposit any funds in the corporate bank account

The secretary will issue the certificates and receipts for money or property and record the transaction in the corporate stock transfer book