

Pre-Incorporation Worksheet

Name/Address of State Corporation Department (from Appendix)

Proposed Name of the Corporation

First choice: _____

Alternate choices:

Parties Involved in Forming the Corporation

(Name, address, and phone number of each member)

Location of Business

Address of principal place of business:

Description of principal place of business:

Ownership of principal place of business (own or lease?):

Other places of business:

Type of Business

Purpose of corporation: _____

State/local licenses required: _____

Patents/copyrights/trademarks: _____

Incorporation Matters

State of incorporation: _____

Corporate existence (limited or perpetual?): _____

Proposed date to begin corporate business: _____

Names and addresses of those who will act as incorporators:

Proposed date of first directors meeting: _____

Proposed bank for corporate bank account: _____

Cost of incorporation: _____

Corporate Management

Proposed number of directors: _____

Proposed first board of directors (name and addresses)

Corporation's registered agent and office address:

Proposed first officers:

	<i>Name</i>	<i>Address</i>
President:	_____	_____
Vice President:	_____	_____
Secretary:	_____	_____
Treasurer:	_____	_____

Is qualification in other states necessary? _____

Corporate Bylaws

Required quorum for shareholders meeting: _____

Annual shareholders meeting:

<i>Place</i>	<i>Date</i>	<i>Time</i>
_____	_____	_____

Required vote for shareholders actions (majority/%/unanimous?): _____

Fiscal year: _____

Accounting type (cash or accrual?): _____

Authority to amend the following corporate documents (place an *x*):

Articles of Incorporation: _____ directors _____ shareholders _____ either

Bylaws: _____ directors _____ shareholders _____ either

Annual directors meeting:

<i>Place</i>	<i>Date</i>	<i>Time</i>
_____	_____	_____

Required quorum for directors meetings: _____

Required vote for directors actions (majority/%/unanimous?): _____

Corporate Stock

Initial total investment: \$ _____

Initial indebtedness: \$ _____

Initial authorized number of shares: _____

Par value or no-par value: _____

Proposed sales of shares of stock (name, cash/property, and amount):