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### **Corporation Information Sheet**

1. Name of the Corporation: \_\_\_\_\_

2. Names, addresses, phone numbers, Social Security numbers, email addresses, and percentage of ownership in the Corporation for all shareholders:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Names of the initial members of the Corporation's Board of Directors:  
(Note: Please include addresses, phone numbers, Social Security numbers, and email addresses for each director if not already provided in Question 2 above.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Names of the Corporation's initial officers (i.e., President, Vice President, Secretary, Treasurer):

(Note: Please include addresses, phone numbers, Social Security numbers, and email addresses for each officer if not already provided in Question 2 above.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1829 East Franklin Street, Suite 800C, Chapel Hill, NC 27514

Phone: 919 933 2700 Fax: 919 942 4360 Email: info@rlfpa.com Web: www.rlfpa.com

5. a. Street address of the Corporation's initial registered office in the State of North Carolina:  
(Note: This is the Corporation's "official" address with the State of North Carolina and cannot be a post office box or private mail box (PMB).)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Name of Initial Registered Agent: \_\_\_\_\_
6. Preferred mailing address for the Corporation (if different from the Corporation's registered office street address listed above):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Address of the Corporation's principal place of business in North Carolina (if different from the Corporation's registered office street address listed above):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Name of the Corporation's bank: \_\_\_\_\_
9. Will the Corporation elect to be taxed as an S corporation? (Note: We will discuss this issue and your options with you if you are unsure how to answer this question.) \_\_\_\_\_
10. Type of business/principal activity to be engaged in by the Corporation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Estimated number of employees that the Corporation is expected to have within the first 12 months after it is organized (including any shareholders who will be employed by the Corporation): \_\_\_\_\_
12. Does the Corporation need a sales/use tax number? \_\_\_\_\_  
If so, to whom are most of the Corporation's products/services sold? Other businesses (wholesale) or the public (retail)? \_\_\_\_\_
13. Date when the Corporation began/expects to begin doing business? \_\_\_\_\_
14. Is the business located within the city limits? \_\_\_\_\_
15. Number of business locations in North Carolina? \_\_\_\_\_

## Reminders to Clients:

1. If this is a continuation of an existing business (i.e., a proprietorship or partnership which is now incorporating), you will want to transfer the business' account with the North Carolina Division of Employment Security to the new corporation so that the business can carry forward its credits and rating. You will need to contact NCDES to do this. Otherwise, you will want to contact NCDES to set up a new account if you will have any employees. Alternately, let us know if you would like our assistance with this.
2. If this is a continuation of an existing business, you will want to advise your workers compensation insurance carrier that the business is now a corporation once the organization of the corporation is completed. Otherwise, you should check with your insurance carrier to see if workers compensation or other insurance coverage is required or desirable for your new business.
3. Even if this is a continuation of an existing business, it will generally need a new employer identification number. We will obtain this number for you as a part of the services we provide in connection with the organization of the corporation unless you instruct us otherwise (such as where you have already obtained the number yourself or where your accountant is planning to do so).
4. Likewise, even if this is a continuation of an existing business, it will need a new North Carolina income tax withholding number if it will have any employees. We will obtain this number for you as a part of the services we provide unless you instruct us otherwise (such as where you have already obtained the number yourself or where your accountant is planning to do so).