

# CORPORATION

## CUSTOMER CONTACT INFORMATION

Contact Person:	NLF Rep:
Street Address:	Cell Phone:
City, State, Zip Code:	Business Phone:
<b>EMAIL (required):</b>	Alternate Phone:

## INFORMATION

### NAME OF CORPORATION

**1<sup>st</sup> Choice:** \_\_\_\_\_

*If 1<sup>st</sup> choice is not available with the Secretary of State, we will automatically attempt to file your 2<sup>nd</sup> choice.*

**2<sup>nd</sup> Choice:** \_\_\_\_\_

Sub-Chapter S Election (*initial one*):       Yes (\$75.00)       No

### Entity Suffix (*choose one*)

- None
- Co.
- Company
- Corp.
- Corporation
- Inc.
- Incorporated
- Ltd.
- Limited

Additional Services: (\$350.00)     Trademark       Trade Name       Service Mark

Principal Business Address:

Mailing Address (if different from Principal Business Address):

**Authorized Stock** (number of shares the corporation shall have the authority to issue to shareholders. There will be additional filing fees with the Secretary of State if the authorized shares of stock exceed \$75000.00.

75,000 shares of stock with NO par value       Other: \_\_\_\_\_ shares of stock  
\_\_\_\_\_ par value

Closing Month of Accounting Year:     Calendar       Other:

Will you have any W-2 Employees:     Yes       No

Initial Director(s):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name and Address of Registered Agent:     NLF      
Other:

### What Is a Registered Agent?

A registered agent is a responsible third-party who is registered in the State of Nevada who is designated to **receive service of process notices, correspondence from the Secretary of State, and other official government notifications, usually tax forms and notice of lawsuits, on behalf of your corporation.**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**OFFICERS:** This information will be listed on the Initial List of Director(s)/Officer(s) filed with the **Secretary of State of Nevada**. Addresses will be used for the Secretary of State which is public information. Note: Vice-President is not listed with the Secretary of State.

Name: \_\_\_\_\_ **PRESIDENT** (or equivalent of)

Address: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ **VICE-PRESIDENT** (or equivalent of)

Address: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ **SECRETARY** (or equivalent of)

Address: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ **TREASURER** (or equivalent of)

Address: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ **DIRECTOR** (or equivalent of)

Address: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ **DIRECTOR** (or equivalent of)

Address: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ **DIRECTOR** (or equivalent of)

Address: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe the **SPECIFIC** purpose of the Corporation:

## MINUTES AND BYLAWS INFORMATION

*NOTE: The following information may or may not be the same information on the Articles of Incorporation.*

\* Officer(s) may or may not be a Shareholder.

### SHAREHOLDER(S):

Name(s)

# of shares of stock issued

Name: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

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Phone: \_\_\_\_\_

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Name: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

*Insert any additional information in the Notes section.*

List person(s) who will be on the corporate bank account:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Person applying for EIN: \_\_\_\_\_

SS#: \_\_\_\_\_

I authorize Nevada Legal Forms, Inc. ("NLF") as a third party designee to obtain the Employer Identification Number (EIN) on behalf of myself and my entity based on the information that I provide to NLF. Any missing OR incomplete information that is provided to NLF that prevents NLF from obtaining the EIN is not the responsibility of NLF, but of the person authorizing.

*Third Party Designee:*

*A third party designee is a person with whom you allow the IRS to discuss the completion of your Form SS-4 (Application for Employer Identification Number). By nominating a third party designee, you allow the IRS to:*

✕ \_\_\_\_\_

**Registered Agent Acknowledgment**

Besides not worrying about missing important documents, having NLF as your registered agent also means that you will not have to accept potentially embarrassing legal and tax documents in front of clients, employees, etc. Another advantage is that, as your registered agent's address will remain the same, you can easily change your business location without necessarily having to file more paperwork to change your address with the state for each and every move.

In addition to the benefits listed above, we notify you and process your annual renewal will with the Secretary of State each year.

**INITIAL:**

[ \_\_\_\_\_ ] I have read and acknowledge and agree there will be a nominal annual fee of (\$115.00) for NLF to serve as my registered agent with the Secretary of State of Nevada. If, at any time, NLF does not receive payment for Registered Agent service they will resign as my Registered Agent on file with the Secretary of State of Nevada. In addition, If I neglect to inform NLF of any change in my contact information, NLF will not be responsible for any late fees incurred with the Secretary of State upon my annual renewals.

*A business that does have a Registered Agent on file with the Secretary of State of Nevada may risk falling out of "good standing" with the state in which it is registered. Penalties can include license revocation, fines, and the inability to enter into legal contracts and/or gain access to the state court system. Moreover, reinstatement proceedings could include further monetary, civil, and possibly criminal sanctions as well.*

Notes: