

Entity Formation Checklist

Name Of Entity To Be Created: _____

Has Name Availability Been Checked? Y N

Is There An Assumed Or Reserved Name Filing Of Record? _____ Y N

Will Company Conduct Business Under An Assumed Name?

If So What Name? _____

Registered Office Address Of Entity:

Name Of Individual Starting The Business:

Agent For Service Of Process For State Filings:

Name Of Owner(s), Voting/Non-Voting Ownership, Percentage Ownership And Contribution:
[Provide physical addresses, telephone numbers and secure email addresses for each owner]

	Name		Percentage	Contribution
1. _____	V NV	_____ %	\$ _____	
	Phone:	_____		
	Email:	_____		
2. _____	V NV	_____ %	\$ _____	
	Phone:	_____		
	Email:	_____		
3. _____	V NV	_____ %	\$ _____	
	Phone:	_____		
	Email:	_____		
4. _____	V NV	_____ %	\$ _____	
	Phone:	_____		
	Email:	_____		

Will There Be A Contribution Of Cash or Property For Ownership? Y N

If so, by which owners? (By owner number from above) _____

Will There Be A Contribution Of Services For Ownership? Y N

If so, by which owners? (By owner number from above) _____

Will There Be A Leasehold Interest? Y N

Does Entity Anticipate Ownership Of Real Estate? Y N

Will Any Employee Be Competing Against A Former Employer? Y N

Loans To Finance Business: Lender, Amount And Payment Terms

Lender	Amount	Rate	Loan Term
_____	\$ _____	_____ %	_____
_____	\$ _____	_____ %	_____
_____	\$ _____	_____ %	_____

Names Of Individuals Who Will Govern The Business (Such As Directors/Governors or General Partners) And Officer Titles

Name	Director or GP?	Officer Title
_____	Y N	_____
_____	Y N	_____
_____	Y N	_____
_____	Y N	_____
_____	Y N	_____

Tax Matters Contact (Owner or Employee obtaining Federal/State Tax ID, S Corp Elections, Etc.):

Accountant's Name Address, Phone Number and Email:

Name: _____ Phone: _____
Firm: _____ Email: _____
Add: _____

Banking Relationship; Contact Person, Address, Phone Number and Email:

Name: _____ Phone: _____
Firm: _____ Email: _____
Add: _____

Date Entity Will Commence Business Activities: _____

Issues To Discuss With Counsel:

- Type Of Entity: C Corporation, S Corporation, LLC, LP, LLLP And State Of Organization
- Buy-Sell And Ownership Control Agreements Among Owners
- Employment/Compensation/Nondisclosure Agreements And Covenants Against Competition With Employees
- Whether The Business Will Require Any Business-Specific Licenses
- Responsibilities Regarding Employee-Related Matters: (Department of Economic Security, Unemployment and Workers' Compensation Insurance, etc.)
- Patents/Trademarks/Intellectual Property Protection
- "Red Flags" Rule And Protection Of Customer Financial Information
- Fiscal Year End And Tax Elections