

## New Corporation/LLC Worksheet

1. Name of Company \_\_\_\_\_ **LLC or INC**

**2. If INC. \_\_\_\_\_ S-CORP or \_\_\_\_\_ C-CORP**

3. Physical Location \_\_\_\_\_

4. City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

5. County \_\_\_\_\_

6. Phone Number \_\_\_\_\_

7. Email Address \_\_\_\_\_

8. President/Manager \_\_\_\_\_

9. Vice President/Managing Member \_\_\_\_\_

10. Secretary/Managing Member \_\_\_\_\_

11. Treasurer/Managing Member \_\_\_\_\_

12. Type of Business \_\_\_\_\_

13. Principle Activity \_\_\_\_\_

14. Number of Employees in the next 12 months \_\_\_\_\_

15. Expected date of first payroll wages (month/year) \_\_\_\_\_

16. Shareholder's Name \_\_\_\_\_ % of ownership \_\_\_\_\_

17. Shareholder's Address \_\_\_\_\_  
\_\_\_\_\_

18. Shareholder's SSN \_\_\_\_\_

19. Shareholder's Name \_\_\_\_\_ % of ownership \_\_\_\_\_

20. Shareholder's Address \_\_\_\_\_  
\_\_\_\_\_

21. Shareholder's SSN \_\_\_\_\_

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