



SUBCHAPTER-S CORPORATION
MASTER INFORMATION SHEET

1. The name of the corporation is to be:_____.
(You must include the abbreviation "Inc.")
2. The located to be listed as the registered office is (physical address)_____

3. The person to be designated as the registered agent for service of process is:

4. The name and address of each incorporator is as follows:
 1. _____ Address: _____
 2. _____ Address: _____
 3. _____ Address: _____
5. The number of directors constituting the initial board of directors shall be_____. The members of the initial board of directors and their addresses are as follows:
 1. _____ Address: _____
 2. _____ Address: _____
 3. _____ Address: _____
6. Officers of the board of directors are:

President: _____	Salary: _____
Vice President: _____	Salary: _____
Secretary: _____	Salary: _____
Treasurer: _____	Salary: _____
Other: _____	Salary: _____
7. The nature of the business to be conducted is: _____
8. The corporation will be authorized to issue _____ shares of stock, and each share will have a par value of \$_____.

9. Initial stock holders are:
_____ Number of percent owned: _____
_____ Number of percent owned: _____
_____ Number of percent owned: _____
_____ Number of percent owned: _____

10. Bank to be designated as the primary repository for the corporation:

11. Authorized signors on the account: _____, _____

12. Corporation will be leasing property? _____
Owner is: _____
Rent to be paid is: _____
Description of property is: _____
Address of property is: _____

13. Contributions to be made to a retirement plan? Which plan? _____

14. Dividends to be paid? How much, if known? _____

15. This is a cursory information list needed to file the Articles of Incorporation. By-laws of the corporation will need to be formed next, and I will get back to you about the details. It will highlight issues such as management by members, draws on profits, legal liability, profit sharing etc. I will provide a draft and you, in conjunction with your accountant, should make any notes, deletions of additions that may be necessary.

16. Normal estimated fees for formation of a sub-chapter S corporation is between \$400.00 and \$550.00 billable at the rate of \$150.00 per hour. Payment is expected upon request through written statement of services rendered and expenses incurred.

17. By your signature below you authorize Lorie L. Whitby, PA or its employees to discuss your confidential business and financial information with Charles F. Long, PA or its employees. You further agree to employ Lorie L. Whitby, PA pursuant to the terms set forth above.

Signature _____ Date: _____

