

ROBERT A. BURSON, P.A.
CORPORATION INFORMATION INTAKE

Information provided by _____

01. Corporate name _____
First alternative name _____
Second alternative name _____
List fictitious name under which the corporation will do business:

02. Please provide the following information concerning each of the individuals who will be involved with the corporation:

- A. FIRST PERSON:
NAME: _____

ADDRESS: _____

TELEPHONE #: _____

Check position(s) to be held:

- | | |
|---------------------------|---------------------|
| (1) Incorporator: _____ | (2) Director _____ |
| (3) Stockholder: _____ | (4) President _____ |
| (5) Vice President: _____ | (6) Secretary _____ |
| (7) Treasurer: _____ | (8) Other _____ |

- B. SECOND PERSON:
NAME: _____

ADDRESS: _____

TELEPHONE #: _____

Check position(s) to be held:

- | | |
|---------------------------|---------------------|
| (1) Incorporator: _____ | (2) Director _____ |
| (3) Stockholder: _____ | (4) President _____ |
| (5) Vice President: _____ | (6) Secretary _____ |
| (7) Treasurer: _____ | (8) Other _____ |

C. THIRD PERSON:
NAME: _____

ADDRESS: _____

TELEPHONE #: _____

Check position(s) to be held:

(1) Incorporator: _____	(2) Director _____
(3) Stockholder: _____	(4) President _____
(5) Vice President: _____	(6) Secretary _____
(7) Treasurer: _____	(8) Other _____

D. FOURTH PERSON:
NAME: _____

ADDRESS: _____

TELEPHONE #: _____

Check position(s) to be held:

(1) Incorporator: _____	(2) Director _____
(3) Stockholder: _____	(4) President _____
(5) Vice President: _____	(6) Secretary _____
(7) Treasurer: _____	(8) Other _____

03. Describe what assets (cash, equipment, land, etc.) will be transferred to the corporation by each shareholder in exchange for stock of the corporation; also provide the value of such assets:

A. FIRST PERSON:

B. SECOND PERSON:

C. THIRD PERSON:

D. FOURTH PERSON:

04. Registered Office: _____
(Street Address - No Post Office Box)

(Florida Statute 48.091(2) provides:

Every corporation shall keep the registered office open from 10 a.m. to 12 noon each day except Saturdays, Sundays, and legal holidays, and shall keep one or more registered agents on whom process may be served at the office during these hours. The corporation shall keep a sign posted in the office in some conspicuous place designating the name of the corporation and the name of its registered agent on whom process may be served).

Registered office phone#: (_____)_____.

05. Registered Agent:_____.

(May be either: A. an individual who resides in Florida and whose business office is identical with the corporation's registered office or B. a corporation, authorized to transact business in Florida, having a business office identical with the registered office).

06. Preemptive Rights: Yes ____ No ____ . (If the corporation at a later date issues shares in excess of the original issue, each shareholder may want the right to purchase his pro rata portion and thereby avoid a dilution of his percentage interest. This right is referred to as the shareholder's preemptive rights).
07. Have you had a conference with your C.P.A. as to the appropriate form of business enterprise? Yes ____ No ____ . (If not, you will need to do so following our meeting).

Accountant's name, address and phone number:

Phone # _____.

08. Name and address of bank where corporate accounts will be held:

09. Names authorized to sign on bank account:

How many of the above must sign on each check: _____.

10. Annual meetings will be held during which month?: _____.

11. Please specify any requirements for voting if other than by a "majority vote" (For example, a two thirds vote):

12. County of business location: _____.

13. Is this to be an S Corporation? Yes ____ No ____ .

14. What initial activities will the corporation do that are out of the ordinary course of the corporation's business (lease office space, buy equipment, file a dba, etc) - attach extra pages as needed and provide copies of lease etc)

NOTE:

After your entity is formed, you will most likely receive a letter from a corporate service company telling you that you need to send them money for getting a certificate concerning the corporation. Do not respond. It is an ad that borders on fraud. For \$65 or so they will get you the certificate that we will obtain for you for \$5. They make it look official – it is not! If you receive such a letter and have any questions, please call our office.

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