



CORPORATION CONSULTANTS  
LOW COST INCORPORATION

**WHITMORE LAW OFFICES**

7602 Pacific Street, Suite 200  
Omaha, Nebraska 68114  
phone (402) 391-2400  
fax (402) 391-0343

**Incorporation Worksheet**

Please complete all of the following information, which we will use in forming your new corporation. Please type or print clearly:

1. Name of the corporation to be formed:  
First Choice: \_\_\_\_\_  
Second Choice: \_\_\_\_\_  
[Must include the word corporation, company, incorporated or limited or an abbreviation of one of those words]

2. What business will the corporation be engaged in?  
\_\_\_\_\_

3. What is the street address and county of the corporation's place of business?  
\_\_\_\_\_  
[street] [town] [county] [state]

4. How many shares of stock will the corporation be authorized to issue? \_\_\_\_\_  
What will be the par value of the shares? \$\_\_\_\_\_ per share.

[We normally recommend 10,000 shares of \$1.00 par value stock. More than \$10,000 of authorized capital (meaning number of authorized shares multiplied by the par value per share) increases your cost of incorporation and the amount of your annual corporation occupation tax]

5. Who will be the members of the Board of Directors of the corporation? (List additional on separate sheet):  
\_\_\_\_\_  
\_\_\_\_\_

6. List the shareholders of the corporation, the number of shares to be purchased by each, and the price per share that they are to pay for their stock (List additional on separate sheet):

<u>Shareholder</u>	<u>No. of Shares</u>	<u>Purchase Price</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. List the names of the officers of the corporation:

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

[As a minimum, we recommend electing a President and a Secretary. The other offices can remain vacant. Any two or more offices may be held by the same person]

8. What is the name and street address of the person who will be the corporation's registered agent? (no post office boxes)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address) (Town) (State) (zip)

[The resident agent will receive official mail and, if the corporation becomes involved in a lawsuit, may be served with a summons or other legal process. It is therefore important that you name a responsible person with a permanent address. We can act as your registered agent, for an annual fee that is currently \$50.00. If you want us to act as your registered agent, fill in "Corporation Consultants" in response to question No. 8 above.]

9. What is the name and telephone number of the person we can call during business hours in case we have a question concerning the information on this form?

\_\_\_\_\_  
(Name) (phone)

10. To whom shall we mail the confirmation that the corporation has been accepted by the Secretary of State and, when all the steps in the incorporation have been completed, the corporate records?

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address) (Town) (State) (zip)

11. Who referred you to our incorporation service?

Accountant: \_\_\_\_\_

Newspaper: \_\_\_\_\_

Friend/word of mouth: \_\_\_\_\_

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

12. Payment method: Check \_\_\_ Visa \_\_\_ M/C \_\_\_ AMEX \_\_\_ Discover \_\_\_

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ VIN \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

Cardholder Billing Address \_\_\_\_\_

**When completed, mail or fax this form, together with your check in the amount of \$399 for a business corporation and \$499.00 for a professional corporation (plus \$50 if we are acting as your resident office in Nebraska) made payable to:**

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toll free: (800) 771-5056  
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