



# WHITMORE LAW OFFICES

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

## Nonprofit Corporation 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 nonprofit corporation to be formed:  
First Choice: \_\_\_\_\_  
Second Choice: \_\_\_\_\_

2. What is the purpose or mission of the nonprofit corporation? \_\_\_\_\_  
\_\_\_\_\_

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

4. What kind of nonprofit corporation will the corporation be?  
 Religious [organized primarily or exclusively for religious purpose]  
 501(c)(3) [Public Benefit]  Private Foundation  
 Must distribute assets to exempt corporation  Mutual Benefit

5. Will the nonprofit corporation have members? Yes  No   
If "Yes," who may be members (what must one be or do to qualify as a member)?  
\_\_\_\_\_  
\_\_\_\_\_

6. Who will be the members of the Board of Directors of the corporation (minimum of three):

_____ (Name)	_____ (Name)
_____ (Address)	_____ (Address)
_____ (Name)	_____ (Name)
_____ (Address)	_____ (Address)

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 (plus \$50 if we are acting as your resident office in Nebraska) made payable to:**

**WHITMORE LAW OFFICE  
7602 Pacific Street, Suite 304  
Omaha, Nebraska 68114**

**phone: (402) 391-2400  
toll free: (800) 771-5056  
fax: (402) 391-0343**