

Corporation Checklist

A distinct legal entity that is independent of individuals who may hold control in the business, called shareholders. Shareholders can be held accountable for their investment in stock of the company, otherwise hold no personal liability. A corporation is taxed individually and any funds disbursed to the shareholders or employees are taxed and considered income.

INDIVIDUALS THAT MUST TO BE PRESENT:

- The President/CEO –OR- The Secretary
- Any Authorized Signers

REQUIRED INFORMATION

- Physical Business Address located in Business Charter Territories
- Tax Identification Number: EIN
- Non-expired Personal Identification and gained CIP information for all individuals
- Physical Address of Individual(s)

REQUIRED BUSINESS DOCUMENTATION

- Certified Articles of Incorporation

AS NEEDED:

- Fictitious Business Name Statement, **IF Doing Business As** another name
- Certified of Qualification- for corporations **registered OUT-OF-STATE**
- 501c3 IRS approval document for **registered NON-PROFIT** status
- Certified Statement of Information
- Corporate Bylaws