



BUSINESS ORGANIZATION
INFORMATION MEMORANDUM

Complete this form to the best of your knowledge/ability and submit via e-mail, fax, or mail to Einterz & Einterz. Feel free to contact us with any questions regarding this form.

1. Type of Business: Corporation (S or C) Limited Liability Company

Name of Business: _____
(Depending on the Business Type, a designation might be required, e.g. "LLC" or "Inc.")

Alternate choices (in order of preference): a. _____
b. _____

Phone number: (____) _____

Fax number: (____) _____

2. Action Dates:

a. Date of Organization: _____

b. Any other action date: _____

3. Main business purpose: _____

4. Name and address of registered agent: _____

5. Address of principal place of business: _____

6. Name and address of initial Board of Directors (or Members if LLC):
- a. _____, _____

- b. _____, _____

- c. _____, _____

7. Name and address of one (1) or more organizers/incorporators:

8. Minimum number of directors/members: _____

9. Maximum number of directors/members: _____

10. Annual meeting date for directors and shareholders: _____

11. Number of shares/units to be authorized:

12. Shareholder/Member information:

<u>Name and Address</u>	<u>SS#</u>	<u># of Shares</u>	<u>Cash/Property</u>
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13. Officer information:

<u>Name</u>	<u>Office</u>
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14. Name of depository bank:

a. Who is to sign checks? _____

b. Who is to sign notes, mortgages, bills of exchange, acceptance?

15. If Corporation, Subchapter S election: _____ Yes _____ No

16. Taxable/Fiscal year of business: _____

17. Application for Employer Identification Number:

a. Do you have, or do you expect to have, any employees who will receive Forms W-2 in the next 12 months? If so, how many: _____

b. Does your business own a highway motor vehicle with a taxable gross weight of 55,000 pounds or more? _____

c. Does your business involve gambling/wagering? _____

d. Does your business need to file Form 720 (Quarterly Federal Excise Tax Return)? _____

e. Does your business sell or manufacture alcohol, tobacco, or firearms? _____

f. To whom does corporation sell most of its products or services? _____

_____ Other businesses
_____ General public
_____ Other (specify) _____

18. Will stock/unit purchase agreement be entered into? _____ Yes _____ No

19. Person responsible for annual report:

20. Personal responsible for preparation of annual minutes:

21. Location of original minute book: