



# GERACI LAW FIRM

1920 Main St Suite 640  
Irvine, California 92614  
Tel. 949-379-2600 Fax. 949-379-2610

## Corporation Formation Questionnaire

1. Which state(s) would you like to incorporate in? \_\_\_\_\_
2. Proposed Name of Corporation: \_\_\_\_\_  
If the above name is unavailable, list two additional names in the order of preference.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
3. Doing Business As (if applicable): \_\_\_\_\_
4. Principal Business Address: \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_  
 Same as Business Address
6. Telephone & Fax: \_\_\_\_\_
7. Email Address: \_\_\_\_\_
8. Geraci Law Firm will automatically be elected as your agent for service of process for a fee of \$25 per month unless you provide other agent information below.  
*(Geraci Law Firm acts as your agent for service of process as well as take care of your annual corporate minutes. Your corporation must hold meetings annually and keep records of all decisions. Failing to do so may result in the IRS taking away your liability protection. Our agent service does most of the work for you for a monthly fee of \$25. A credit card is required for this service.)*  
  
IF NO:
9. Agent's Name & Street Address: \_\_\_\_\_  
\_\_\_\_\_
10. Describe the Corporation's type of business:  
\_\_\_\_\_
11. Full names and address of shareholders and their proportionate interest in the corporation.

NAME	PERCENTAGE OR NUMBER OF SHARES	CAPITAL CONTRIBUTION

12. Please list names and complete addresses of all officers and their titles:  
*(One person can hold all positions)*

	<i>NAME</i>	<i>ADDRESS</i>
<i>PRESIDENT</i>		
<i>VICE-PRESIDENT (OPTIONAL)</i>		
<i>SECRETARY</i>		
<i>TREASURER</i>		

13. S-Corporation election? YES  NO

14. How many shares is the Corporation authorized to issue? \_\_\_\_\_

15. Would you like us to obtain an Employer ID number for the Corporation? YES  NO

If YES:

Will the principal officer of the Corporation be an:

Individual  Existing Business

A. If you answered "Individual" for Question 12, please provide the following information for the principal officer:

<i>NAME</i>	
<i>ADDRESS</i>	
<i>PHONE NUMBER</i>	
<i>SOCIAL SECURITY NUMBER</i>	

B. If you answered "Existing Business" for Question 12, please provide the following information:

<i>NAME OF EXISTING BUSINESS</i>	
<i>EMPLOYER ID NUMBER (EIN)</i>	

16. Do you plan on having employees? YES  NO

17. Do you expect your employment tax liability to be \$1,000 or less in a full calendar year?  
YES  NO  (If you expect to be \$4,000 or less in total wages in a full calendar year, you can mark "Yes.")

18. Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.

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19. Would you like a Corporate Kit for your Corporation? YES  NO   
*(A corporate kit is \$75 and will include a customized corporate binder, stock transfer ledger, printed minutes & bylaws, 20 customized stock certificates, and a corporate embossing seal.)*

What steps do I take next?

1. E-mail your completed questionnaire to [inc@geracilawfirm.com](mailto:inc@geracilawfirm.com) or fax it to (949) 379-2610.
2. We'll send you our payment form and agreement.
3. E-mail or fax the payment form and agreement back to us.
4. We'll e-mail you as soon as your Corporation is filed and will send you a copy in the mail.

Where would you like your documents sent?

Check here if same as principal business address:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_