

## Business Worksheet – Williams Law Office, PC

Full Name of the new business (as it is to appear on your documents, must include Company, Incorporated, or some form thereof for corporation, or LLC or Limited Liability Company for an LLC) \_\_\_\_\_

Do you wish to be:                    S Corporation                    C Corporation                    LLC  
If LLC, will you be taxed as a:    Partnership                    OR                    S Corporation

Address for the business: \_\_\_\_\_  
\_\_\_\_\_

Registered Agent for the corporation (name and address) – this will be the primary contact for the business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Social Security Number for Registered Agent: \_\_\_\_\_

Business email address: \_\_\_\_\_

Business contact phone: \_\_\_\_\_

Tax preparer (name and phone number): \_\_\_\_\_

Incorporators (list for each) and **include a copy of drivers license FOR EACH:**

Name	Address	% of ownership
_____	_____	_____
_____	_____	_____
_____	_____	_____

Officers (President and Secretary are required; other officers are your choice – they do NOT need to be incorporators to be officers):

President \_\_\_\_\_  
Vice President \_\_\_\_\_  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_  
Other (list) \_\_\_\_\_

Who will/can conduct banking for the business? \_\_\_\_\_

What type of business will this entity conduct? \_\_\_\_\_

For corporations: Do you wish to authorize 1,000 shares? \_\_\_\_\_

How many shares do you wish to distribute (generally recommend 100): \_\_\_\_\_

When will your business fiscal year begin (if other than January 1)? \_\_\_\_\_

When will the annual meeting be held? \_\_\_\_\_

(corporations are required to hold an annual meeting; it is recommended for LLCs to hold an annual meeting also.)

Does your business own any highway motor vehicle with a taxable gross weight of 55,000 pounds or more?      Yes                  No

Does your business involve gambling/wagering?      Yes                  No

Does your business need to file Form 720?      Yes                  No  
(Quarterly Federal Excise Tax Return)

Does your business sell or manufacture alcohol, tobacco, or firearms?      Yes                  No

Do you have, or do you expect to have, any employees who will receive Forms W-2 in the next 12 months?      Yes                  No

If YES, what is the highest number of employees expected in the next 12 months?

Number of Agricultural Employees \_\_\_\_\_

Number of other Employees \_\_\_\_\_

What is the first date wages or annuities were or will be paid?

Month \_\_\_\_\_ Year \_\_\_\_\_

Do you expect your employment tax liability to be \$1,000 or less in a full calendar year?  
(January-December)

Yes                  No

\*\*Note: If you prefer to file an annual employment tax return, Form 944, select "Yes"

If you prefer to file a quarterly return, Form 941, select "No"