

# Corporation Formation Checklist

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Contact Person: \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Assigned to: \_\_\_\_\_

TASK	DATE COMPLETED BY FIRM/SENT TO CLIENT	DATE SIGNED/ RETURNED BY CLIENT
Scan engagement agreement to file		
Deposit and log design fee/retainer payment		
Scan BPSS homework and design worksheets to file		
Send confirmation of info (name of company, names/addresses of owners, equity interests, reg agent, officers, directors) to client		
Send Buy-Sell Questionnaire to Client (if MM Corp)		
Check name availability/potential infringement		
Draft Articles of Incorporation		
Send Articles to SOS w/ letter + \$105, req 1 cert copy		
Complete Statement of Information online		
Draft Docx: Bylaws, Incorporator Action, Initial Resolutions, Stock Certs, Ledger, Memo, Buy-Sell		
Apply for FEIN		
Confirm organizational meeting		
Prepare meeting docs, including forms 2553, 2848		
Scan signed docs to file, prepare binder		
File beneficial owner reports required by the Corporate Transparency Act		
Fax S-Corp election (if applicable)		
Register DBA (if firm responsibility)		

Obtain business license (if firm responsibility)		
Register membership interest grants with DBO		
BOE reseller's permit (if firm responsibility)		
Professional body/board reg (e.g., CSLB, State Bar, BRE)		
Prepare and send incorporation memo		
Prepare and send final invoice		
Calendar reminder for annual maintenance meeting		