

CARTER & KROPELNICKI, PA – CORPORATION/LLC WORKSHEET

Please complete and return this questionnaire to the office, by mail or fax. Then we will contact you with our recommendation and fee quote at no obligation. See address and fax number at end of form.

Your Name: _____ **Phone Number:** _____ **Fax:** _____

Name You Wish to Give Your New Company: _____

Second Choice Name (in case first choice not available): _____
 We will add "Inc." or "LLC" to end of name as required by law

Check if; [] Corporation or [] Limited Liability Company (LLC) or [] Not Sure
 This is largely a tax question. If you and your tax advisor have already decided, check your choice above. If you need to discuss this, check the "Not Sure" box.

Owners ("Shareholders" of Corporation, "Members" of LLC):
 First, complete line #1 with the name of the Shareholder/Member who will be President. Then circle the number "1" in the first column if that person will also be on the Board of Directors. Second, complete line #2 with the name of the Shareholder/Member who will be Secretary. Then Circle the number "2" in the first column if that person will also be on the Board of Directors. Next, complete line #3 with the name of the Shareholder/Member who will be Treasurer. Then Circle the number "3" in the first column if that person will also be on the Board of Directors. If there are yet more, complete line 4 next, then line 5, and finally line 6. If you have a one owner company, complete line 1 only. If you have a two owner company, complete only lines 1 and 2 only, etc.

Circle if Director	Officer	Shareholder's/Member's Name	Address	% of Ownership
1.	Pres.			
2.	Sec.			
3.	Treas.			
4.	Vice Pres.			
5.	Asst. Sec.			
6.	Asst. Treas.			

Secretary (complete only in case of a one-owner company) _____
 You must have a secretary, so if only line 1 is completed above, you must name a second person (a non-owner) to serve as secretary.

Registered Process Agent (the person to receive legal papers for the company, can be any owner):
 Name: _____
 Street Address (cannot be PO Box and it must be an NC address) _____
 _____ County (must name county): _____

Business Mailing Address (if different from address just above, optional):
 (This address can be PO Box and it need not necessarily be an NC address) _____
 _____ ZIP _____

Wherever addresses are called for in your corporate documents, we will use the Registered Process Agent Address unless you have provided a "Business Mailing Address" in which case we will use the Business Mailing Address in all cases except for the Registered Process Agent.