

# THE WILLIAMS LAW OFFICE LLC

3675 CRESTWOOD PARKWAY, SUITE 400 • DULUTH, GEORGIA 30096

## INFORMATION NEEDED TO PREPARE DOCUMENTS FOR A NEW CORPORATION

**PLEASE PRINT LEGIBLY OR TYPE!** After you have filled in all relevant sections, fax these three pages to (866) 370-4434, or scan and email them to [JJW@USA.net](mailto:JJW@USA.net); then phone Jeff Williams at (770) 381-7979 between noon and 6 PM for further instructions. If you have any questions, just call.

### PROPOSED NAME OF CORPORATION:

(We will search and see if the name is available. If not, you will have to choose another.)

\_\_\_\_\_, INC.

WILL THIS BE A CLOSELY-HELD CORPORATION?  Yes  No

(Closely-Held status is highly recommended in most cases unless you intend to sell stock to the public.)

INITIAL REGISTERED OFFICE AND REGISTERED AGENT: (This is the mailing address for a designated person to receive service in case of lawsuits and other legal communications. This must be an actual street address, where the agent can generally be found. It may be your attorney, or any other Georgia resident.)  J. Jeffrey Williams, Esq.\*  Other:

Name (If Other): \_\_\_\_\_

Street Address (If Other): \_\_\_\_\_

PRINCIPAL PLACE OF BUSINESS: (This may be a P.O. Box or it may be an actual street address.)

Address: \_\_\_\_\_

NAME AND ADDRESS OF EACH OFFICER: The State of Georgia asks you to list the CEO, the CFO, and a Secretary. There is no intrinsic advantage to having more than three, though you may have as many as you like. NOTE: It is not unusual for one person to fill all three positions, especially in the case of Closely Held Corporations.)

1. CEO: Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

PERCENTAGE OF OWNERSHIP:  100%  50%  Other: \_\_\_\_\_ %

Initial Capital Contribution (if any- may be left blank): \_\_\_\_\_

2. CFO: Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

PERCENTAGE OF OWNERSHIP  50%  Other: \_\_\_\_\_ %

Initial Capital Contribution (if any- may be left blank): \_\_\_\_\_

\* Registered Agent service free the first year; reasonable annual fee thereafter.

3. Secretary: Name \_\_\_\_\_

Address \_\_\_\_\_

PERCENTAGE OF OWNERSHIP:     50%     Other: \_\_\_\_\_ %

Initial Capital Contribution (if any- may be left blank): \_\_\_\_\_

*(If more than three officers, list info for others on a separate page)*

PURPOSE OR BUSINESS OF CORPORATION \_\_\_\_\_

ARE ALL OWNERS AMERICAN CITIZENS?     Yes     No

OUR STATUTORY CLOSELY-HELD CORPORATIONS DO NOT REQUIRE BYLAWS. [O.C.G.A. §14-2-923 (a)]

IF YOUR CORPORATION IS *NOT* TO BE A CLOSELY-HELD CORPORATION, WE WILL CONTACT YOU REGARDING BYLAWS (*Extra charges will apply*).

IF YOUR CORPORATION IS TO BE A CLOSELY-HELD CORPORATION, PLEASE LIST ANY SPECIAL OR UNUSUAL PROVISIONS YOU WOULD LIKE TO HAVE IN THE ARTICLES OF INCORPORATION, IF ANY:

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*Please fill out the next page completely.*

# NEW CORPORATION FORMATION CLIENT CONTACT DATA & CONTRACT

*Please Print Legibly or Type*

All information is kept in the strictest of confidence

**THE WILLIAMS LAW OFFICE LLC**

3675 CRESTWOOD PARKWAY, SUITE 400  
DULUTH, GEORGIA 30096

PHONE (678) 734-9745 FAX (866) 370-4434

*(If more than one principal is being represented, please complete one copy of this form for each individual)*

CLIENT / PRINCIPAL / CONTACT:

NAME: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
*Last*
*First*
*Middle*

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

MAILING ADDRESS  
 (If Different): \_\_\_\_\_  
 \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_ FAX # \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

REFERRED BY: \_\_\_\_\_

**I, the undersigned client, hereby hire and engage The Williams Law Office LLC (hereafter, "Firm") to organize a new Corporation, including: name search; draft and file Articles of Incorporation w/ Ga. SOS; pay \$100 state filing fee; order, set up, & pay for permanent Corporate Book with corporate seal; & print stock certificates.**

<b>Legal services \$398.00 + Corporate Book, Membership Certificates, and Seal \$100 + State filing fee \$100.00 = TOTAL COST</b>	<b>\$598.00</b>
<b>– Retainer Payable upon beginning</b>	<b>\$299.00</b>
<b>= Amount Due Upon Completion</b>	<b>\$299.00</b>

SIGNED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ . \_\_\_\_\_

*(Signature of Client)*

Retainer attached?     Please attach copy of Driver's License

**Please note that most people need to file for an EIN (employer Identification Number) with the IRS after the corporation is set up. To do this, go to: [www.irs.gov](http://www.irs.gov) and search for EIN. Also, if you plan to operate as a Subchapter "S" corporation, you should file Form 8869. Search under 8869 at the same IRS web site.**

**DISCLAIMERS: (1) The Firm cannot guarantee a completion date, as it is contingent upon the time approval is received from the Georgia Secretary of State and other factors which are beyond the Firm's control. (2) The Firm does not guarantee that the recommended corporate structure is the best for your particular circumstances, as every situation is unique and final decisions on all matters should be reviewed by a CPA familiar with your particular circumstances.**