

Checklist for Setting up a PC

Typical Fee: \$913.00

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1. Name choice of company to be incorporated
(Must provide **two** additional choices to use in the event that your first choice is already being used)
 - 1.
 - 2.
 - 3.
 2. Name, address, and social security number of Corporate Officers (and Directors if different) and their respective titles (President, Vice President, Secretary, Treasurer).
 3. Address of office location including county.
 4. Expected hire date of employees if a new corporation.
 5. Name and address of bank where corporate account will be opened.
 6. S-Corporation status will be elected, please give name and social security number of spouse(s), if married.

Client Name: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

I authorize Edwards & Associates to charge the credit/debit card listed below for payment:

Circle One:

Visa MasterCard

Account Number: _____

Expiration Date: _____

Name on Card: _____

Credit/Debit Card Billing Address:

