

Client interview checklists for incorporation, corporate outfit and EIN

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Easy instructions for the fillable PDF form

This Adobe PDF form lets you electronically fill in the form to print out, reuse, or attach to an email for submission. Visit www.LawyersAidService.com for the most up-to-date version. You must have Adobe Reader version 8 or later for this document to function correctly. Download it [here](#).

The electronic version of the checklist features **key questions**. As you answer the key questions (those having a ⇄), other appropriate questions become active for you. Change your key choices, and different questions become active. Inactive questions will have no active blue boxes.

If filling out electronically, hover your mouse over many blue selection boxes to view a pop-up with information about that question. The last page of the checklist automatically totals your order to make it easier to mail payment simultaneously.

When finished, you can submit your order form by mail, by printing and faxing, or by email. There is also a “Clear form” button on the last page.

Add your further instructions and overflow text in the box on page 5.

Instructions box:

Covered in these checklists

Corporate formation

Section A lets you set up a new Texas corporation of any type, have Lawyer’s Aid check the name availability, create the Certificate of Formation on archive bond, advance the filing fees and submit it to the State, and help you resolve any problems on the spot. For other entities and filings, see our website, or call (888) 474-2112.

Professional registered agent service

On question 5 of Section A, you can designate Lawyer’s Aid as the company’s registered agent. For peace of mind about handling of legal notices, including lawsuits, a professional registered agent service is recommended. If you choose Lawyer’s Aid, we’ll follow up to get your contact instructions.

Corporate Outfit

In Section B you can choose a Deluxe or Standard Company Outfit. Outfits contain embossing seal, minutes, bylaws, 20 share certificates (except in non-profit Outfits), transfer ledger, tax guidance, and extensive forms on archive bond. The black vinyl three-ring binder shows the company name in gold on its spine, and stores a matching slipcase. In the Deluxe Outfit, all text is custom-typed with your information seamlessly filled in. The Standard Outfit comes with blanks to fill in.



IRS Employer Identification Number (EIN)

Section C allows you to order an EIN for a corporation or non-profit. Lawyer’s Aid deals with the IRS instead of you to get the federal tax ID. You receive the EIN on the SS-4 form usually within 24-48 hours, by your choice of email or fax, then mail. If the principle officer does not have a Social Security Number (SSN) or an Individual Taxpayer ID Number (ITIN), acquisition of the EIN will likely take 2+ weeks.

A. Corporate formation checklist (For other entities and filings, see our [website](#))

1. Type of entity: ☐ For-profit ☐ Close for-profit ☐ Professional (PC) ☐ Close PC ☐ Nonprofit (NP)
2. Proposed corporate name and two alternatives. For-profit and close names must include company, corporation, incorporated, limited, or an abbreviation. PC names must include professional corporation or an abbreviation. NPs require no special words. **Use exact punctuation, capitalization, and spacing.**

3. Purpose: **For-profit:** ☐ "any lawful purpose" ☐ non-standard clause included on [page 5](#)
- Professional:** ☐ "the practice of _____" (*profession*)
- Nonprofit:** ☐ 501(c)(3)
- ☐ 501(c)(3) **plus** purpose clause included on [page 5](#)
- ☐ "any lawful purpose" not prohibited for nonprofit
- ☐ **non-501(c)(3)** purpose clause included on [page 5](#)

4. **All types** Total shares authorized: _____
- except Nonprofit:** Par value: _____

5. a. Registered agent and registered office **street** address: [RA Duties](#)
- ☐ Lawyer's Aid Service, Inc., 505 West 15th, Austin, TX 78701 [RA Benefits](#)
- ☐ Other registered agent (*PO box not allowed. If rural, street description plus PO box is allowed.*):
- Registered agent name: _____
- Street address: _____
- City: _____ State: _____ Zip code: _____
- b. ☐ The RA has consented to serve. (*required*)
- c. ☐ Also file RA's signed written consent. (*optional free form at LawyersAidService.com/RA*)

6. Initial mailing address (*out-of-state address or PO box allowed*):

7. Number of initial Directors: _____ (*at least 3 for Nonprofits; at least 1 for all other Corporations*)
- Names and complete addresses (*attach additional pages if needed, or use Instructions Box on [page 5](#)*):

8. Formation format: ☐ Fastest: form-style filing, in 1-3 business days
- ☐ Looks most professional: classic legal-document style, in 2-4 business days

9. Add optional clauses to the Certificate of Formation? (*Check all that apply. Call for exact text.*):

Voting: ☐ Allow preemptive rights ☐ Allow cumulative voting

IRS related: ☐ Plan to file for Sub S status ☐ Designated under 1244 stock

NP only: ☐ Nonprofit has no members ☐ Members control nonprofit

Close corp: ☐ Shareholders control corporation

Other: ☐ Limit Director liability ☐ Restrict sales to ☐ Limited duration: _____ years

☐ Buy-sell agreement 35 shareholders ☐ Delayed effective date: _____

10. Add your custom clause to the Certificate? ☐ No ☐ Yes, text attached in Instructions Box on [page 5](#)

→ A key question activates other questions appropriate to your choice.

(continued)

B. Corporate Outfit checklist*(Outfits and prices described on [page 4.](#))*

11. a. This order is for a: ☐ Corporate outfit with incorporation ☐ Corporate outfit **only**

b. Type of corporate outfit:

☐ Deluxe Customized

Fill in 1-20 (items 3-10 and 13-20 may be left blank)

☐ Standard

Fill in 1, 2, 4, 9, 11 and 12.

12. Share certificates (**for-profit, close, and professional corporations only**):

a. Number of signature lines (4 is maximum): _____

b. Please select the title for each signature line. *(Check all that apply.)*

☐ Secretary *(default)*

☐ President

☐ Director

☐ Other:

13. Initial principal **place of business** of the corporation *(complete street address is best)*:

14. Organizational meeting:

Date: _____ Time: _____ Location *(City, State)*: _____

Meeting Chair: _____ Meeting Secretary: _____

15. Officers: *(President and Secretary required for all corporations. In nonprofits only, President and Secretary may not be the same person.)*

President: _____ Secretary: _____

VP: _____ Treasurer: _____

Other officers *(names & titles)*:

16. **For-profit, close, and professional corporations only:**

Per-share price of shares to be initially issued at organizational meeting: \$ _____

Shareholder name	Number of initial shares	Nature and value of payment for shares

17. Banking Resolution *(optional, but required by many banks)*:

a. Name and address of bank selected as
company depository:

b. Name and title of each person to be authorized to
draw on company accounts:

18. Any custom clauses attached *(\$15 fee)*? ☐ No ☐ Yes, add to: ☐ Bylaws ☐ Minutes

19. Formation date *(if known)*:

Filing number *(if known)*:

20. Blanks (for attorney or client to fill in) to be indicated by: ☐ underlines *(default)* ☐ spaces

➡ A **key question** activates other questions appropriate to your choice.

(continued)

C. Checklist for IRS Employer Identification Number (EIN)

- ☐ To register the new corporation with the IRS, a federal requirement, check the box to the left.

All fields are required.

Lawyer's Aid Service obtains your EIN, usually the same day or the day after the incorporation is done, and reports it to you immediately. You receive Form SS-4 by mail for your records. If the named principle member does not have a Social Security Number (SSN) or an Individual Taxpayer ID Number (ITIN), acquisition of the EIN will likely take 2+ weeks.

To order an EIN for any other kind of business entity, call (888) 474-2112 or see our [website](#).

21. Corporation name *(if already known)*:

22. Street address for tax purposes:

23. Mailing address, if different:

24. Principal officer:

Full name: _____ *(as it appears in Social Security records)*

Social Security Number *(or ITIN)*: _____ ☐ Does not have SSN/ITIN (\$30 fee)

Title: ☐ President ☐ Other: _____

25. ☐ Check this box if you plan to apply for Subchapter S Status. **Nonprofits cannot apply.**

(You must also file IRS Form 2553 within 75 days. A copy is included in Corporate Outfits.)

26. Closing month of accounting year: ☐ December (recommended) ☐ other:

27. Fill in this box only if there will be employees in the next 12 months:

Highest number of employees expected in next 12 months:

Agricultural: _____ Household: _____ Other: _____

Earliest date wages may be paid: _____

Do you expect to pay \$5,000 or less in wages next calendar year (Jan. – Dec.)? ☐ Yes ☐ No

28. Type of business or activity (e.g. healthcare, construction, transportation, food service, real estate, retail, etc.):

29. Specific merchandise sold or produced, or services provided:

30. Business phone:

31. ☐ A Lawyer's Aid Service representative is authorized as third-party designee to obtain the EIN.

32. Notify me of EIN by: ☐ fax ☐ phone ☐ e-mail *(Original is mailed with bill.)*

Fax, phone, or email address: _____

→ A key question activates other questions appropriate to your choice.

(continued)

D. Order form, prices, and contact information

Prices *include* state fee, expedite fee, sales tax, and mail/shipping costs. Prices may change without notice.

1. To order, select the services and outfit desired:

☐ **Incorporation**

Get the quickest turnaround possible. Lawyer's Aid checks for name availability, drafts and files the Certificate; obtains the Acknowledgment of Filing; phones, faxes, or emails you with the Acknowledgment; and mails it with the file-marked Certificate.

For-profit, close, professional.....\$375

Nonprofit \$100

☐ **Registered agent service, prorated 1st year:**

When a lawsuit is served, the attorney is called immediately. The citation is sent to you via email, Fed-Ex, or fax, according to your instructions, and then mailed as well.

Cost: \$10 per month left in this calendar year.

Future years are \$120 \$ _____

☐ **EIN service**

Lawyer's Aid obtains your IRS EIN and provides you with a copy of form SS-4.

☐ Principle officer has SSN/ITIN..... \$50

☐ Prin. officer has no SSN or ITIN \$80

☐ **Deluxe Customized Corporate Outfit**

Seamlessly typed documents and forms customized with your company name in every title and footer. We fill in the bylaws and organizational meeting minutes. Looks most professional, saves you hours. This Outfit includes 20 deluxe certificates, share transfer ledger, an embossing seal, minutes, bylaws, forms, binder and slipcase.

For-profit, close or professional \$98

Nonprofit \$92

☐ **Standard Corporate Outfit**

Like Customized Outfit, but with blanks in the preprinted text for you to fill in.

For-profit, close or professional \$64

Nonprofit \$57

☐ **Custom clause on Corporate Outfit**

Custom clause text attached on [page 5](#) \$15

☐ **Long name on Corporate Outfit**

40+ characters in company name..... \$10

☐ **Residential address shipping fee** \$10

☐ **Federal Express service:**

Call (888) 474-2112 for options... Add \$ _____

2. Total for the above services and outfit selected \$

3. Submit to Lawyer's Aid Service:

Email to maindesk@LawyersAidService.com

Print and fax to
(888) 474-4218

Call (888) 474-2112
to place your order.

4. Submit simultaneous payment:

By credit card via online portal:

www.LawyersAidService.com/Payment

Or mail to:

PO Box 848

Austin, Texas 78767-0848

Guarantee

Unless you are thoroughly satisfied with your Company Outfit, Lawyer's Aid Service will replace it or send you a full refund.

Attorney's name: _____

Phone: _____

Contact name: _____

Phone: _____

Firm name: _____

Fax: _____

Street address: _____

City: _____

State: _____

Zip: _____

Country: _____

Email: _____

Type or sign your name below to confirm you are sending simultaneous payment (required)

E. Your further instructions

Use this box to

- Enter any special instructions you have about this order, including overflow text, special clauses, or queries about other services
- Share your comments, complaints, or suggestions. How can we make things better?
- Tell us how to contact you about this order, if you have a preference.
- Let us know how you heard about Lawyer's Aid. An ad? A person?

If, when faxing or mailing in the form, any text overflows the box, please attach it.

Instructions box: