**Small Business Formation**

Please complete the following to facilitate registering your business with the state of Florida.

**Business types**

* **Sole Owner** – the simplest type
	+ Requires no formal documentation, no application or registration with the state; tax payer files an individual Form 1040 with a Schedule C for their business transactions
* **Partnership**
	+ For entities owned by more than one person and does not want to elect to be a corporation: annual tax return is a 1065 and owners receive a Schedule K1
* **Corporation**
	+ **C Corporation** – for entities with many shareholders; not recommended for small businesses; annual tax return is 1120; owner(s) still file an individual 1040
	+ **S Corporation** – for entities with few shareholders; recommended for small businesses; annual tax return is 1120S and owners receive a Schedule K1
* **Limited Liability Corporation** (aka LLC)
	+ Not recognized for federal purposes; entity would elect to file their taxes as: Sole Owner, Partnership (if more than 1 owner), or S Corporation
* **Make your selection by clicking on the box:**

☐Sole Owner☐Partnership ☐ C Corporation ☐S Corporation ☐ LLC

**Business Name** (indicate two choices in the event your first choice is NOT available in Florida)

First Choice:

Second Choice:

**Required Information (for Sunbiz.org)**

Physical Location:

Mailing Address:

\*\*Registered Agent’s Name:

Phone: Email:

(\*\*Registered Agents are the business’s primary contact to whom the state will send correspondence. It can be yourself or anyone else you designate. It’s acceptable to use your CPA if so desired.)

**Website address:**

**Ownership Information**

**Owner #1**

Name: SSN: Ownership %:

Address:

City, State, Zip:

Phone: Email: Title:

**Owner #2**

Name: SSN: Ownership %:

Address:

City, State, Zip:

Phone: Email: Title:

**Owner 3:**

Name: SSN: Ownership %:

Address:

City, State, Zip:

Phone: Email: Title:

**Nature of your business** (Please describe briefly the general activities and purpose of your business. Example, tax and accounting firm, software developer, electrician, etc.)

**Other questions**

Do you want Integrity to apply for your Federal Employer ID Number (aka EIN)? ☐**YES** ☐**NO**

Do you want Integrity to draft your Articles of Incorporation filings (if C or S Corporation) or Operating Agreement (if single member LLC)? ☐**YES** ☐**NO**

Do you want Integrity to complete and file Form 2553 (S Corporation election)? ☐**YES** ☐**NO**

Integrity Tax Services will file with the state of Florida the necessary registration documents based on the answers to the above questions.

From there the state will issue the business certificate so you can formally begin business activities. You can carry on operations while waiting for the certificate. Could take 2-6 weeks but is usually a fast process.

Integrity will then request your federal employer’s identification number. The IRS can issue EINs as quickly as 1 day.

If applicable, the next step is applying for S status with the IRS. The IRS will take no longer than 60 days to grant the election. The application date is sensitive and should be done within 3 ½ months of your new business formation. (The IRS allows for a late filing election. )