



# His Sons Concerns, Inc DBA Sons Consulting

## New Company Setup Checklist

COMPANY INFORMATION	
Company name:	
Address:	
Telephone number:	
Fax number:	
Date business started:	
Number of owners:	

CHECKLIST		PRICING
<input type="checkbox"/>	<b>Verify Company Name Availability</b>  Before we submit your paperwork to the state, we will verify that your chosen business name is available. If your business name is unavailable, we will promptly contact you for alternate names.	
<input type="checkbox"/>	<b>Preparation of Articles of Organization</b>  Following a thorough review of the information you provide, we will create and complete all the necessary paperwork to incorporate your business.	
<input type="checkbox"/>	<b>Document Filing with Secretary of State</b>  We will file all required documents with the Secretary of State to legally incorporate your business.  Following the Secretary of State's approval of your incorporation documents, your official Certificate of Incorporation (Articles of Incorporation) will be issued and delivered to you by mail.	
	<b>Total for the above basic services</b>	<b>\$150 + State fees (\$100)</b>
<input type="checkbox"/>	<b>S Corporation Upgrade</b>  We will file your S corporation election with the IRS. S corporation status is granted by the IRS. The election process takes approximately three months, according to the IRS instructions.	\$45

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<input type="checkbox"/>	<b>Obtain Federal Tax ID (EIN)</b>  The primary purpose of an EIN is to allow the IRS to identify your company just as your social security number identifies you. Obtaining an EIN is required before you can open a business bank account or hire employees on behalf of your company.  We can obtain an EIN from the IRS once your business has been formed.	\$45
<input type="checkbox"/>	<b>Initial Statement of Information</b>  The State of California requires all corporations formed in the state to file a Statement of Information and pay any necessary filing fees within 90 days after the filing of the original articles of incorporation. We will prepare and file this document for you.	\$50
<input type="checkbox"/>	<b>Filing 501 (c) (IRS &amp; California) for Non- profit organizations &amp; Churches</b>  Note: Churches (including integrated auxiliaries and conventions or associations of churches) that meet the requirements of section 501(c)(3) of the Internal Revenue Code are automatically considered tax exempt and are not required to apply for and obtain recognition of exempt status from the IRS. Nevertheless, many churches do seek IRS recognition of tax-exempt status because that recognition provides reliance to church leaders, members and contributors that a church is recognized as exempt from taxation and is eligible to receive tax-deductible contributions.	Gross Receipt less than \$50,000 --\$225 + \$275 Applicable IRS & State fees. Total \$500  Gross Receipts more than \$50,000 -- \$250 + \$600 Applicable IRS & State fees Total \$850
<input type="checkbox"/>	<b>Obtain county and city business licenses.</b>  Business licenses and permits are mandatory for most businesses. We can do this for you.	\$75 + applicable county & city fees
<input type="checkbox"/>	<b>Business Tax Consultation</b>	Based on needed services
<input type="checkbox"/>	<b>Accounting Services (Bookkeeping &amp; Preparing Financial statements)</b>	Based on volume of work and level of service
<input type="checkbox"/>	<b>Payroll Service</b>	Based on number of employees & type of service

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