

Business Information Template

Business Information:

- Full Company Name: _____
- Tagline or Brief Business Description: _____
- EIN: _____
- SIC: _____
- DUNS: _____
- Formation Date: _____
- Registered in (State of Formation): _____

Contact Information:

- Business Address: _____
 - City: _____
 - State: _____
 - ZIP: _____
- Business Phone 1: _____
- Business Phone 2: _____
- Business Fax: _____
- Web Address: _____
- Business Email: _____
- Secondary Business Email: _____

Key Documents:

- Articles of Incorporation/Organization: [Location or File Name]
- Business License(s): [Location or File Name]

Tax Details:

- State Tax ID: _____
- Filing Deadlines: _____

Banking Information:

- Bank Name: _____
- Account Number: _____
- Contact Person: _____

Insurance Policies:

- Provider: _____
- Policy Number: _____
- Renewal Date: _____

Key Contacts:

- Accountant: _____
- Attorney: _____
- Registered Agent: _____

Visual Representation:

- Image of your office building: [Attach or Insert Here]
- Logo [Attach or Insert Here]