

# **CLIENT INCORPORATION QUESTIONNAIRE**

Please provide information as true and accurate. This information will be used to incorporate your business. Please be CAREFUL when filling this information out.

**1. Each business name that you want, and the dba that correlates, if applicable.**

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**2. 1 or 2 sentences of what the business does.**

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**3. How you want your names to appear as owners on the incorporation documents**

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**4. Ownership percentage of each party**

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**5. Contact information for business and for individuals, if different.**

**Name 1:**

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**Contact Information**

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**Name 2:**

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**Contact Information**

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**6. Personal Representative-legally designated point of contact for your business or nonprofit**

(every business entity formed in Pennsylvania needs to formally appoint a person or business to act as a Registered Agent; Commercial Registered Office Provider (CROP) (more on the next page) **(please see below for more information on how to do this)**)

**Name:**

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**Contact Information**

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**7. Are you looking to scale your company and go public?** (This can always be changed over later from the LLC, but it is a great idea to start thinking about the long-term vision for your businesses. If you know right out the gate you want to scale, then an S corp would be a better option)

**YES**

**NO**

**MAYBE**

**EXPLAIN:**

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**8. What is/are your long-term goals for your business- Small Business, Franchise, Chain?**

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**9. Any other information you feel would be relevant.**

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## Do I Need a Pennsylvania Commercial Registered Office Provider?

Yes, with very few exceptions. Most businesses and nonprofits that form or register in Pennsylvania must have a physical registered agent in Pennsylvania at all times. This includes keeping the agent's contact information up-to-date with the Pennsylvania Department of State - Bureau of Corporations and Charitable Organizations. This is called "maintaining" a registered agent and helps your company stay in good standing.

## Who Can Serve as My Pennsylvania Registered Agent?

You may appoint either an individual or a company to serve as your Pennsylvania Commercial Registered Office Provider.

### Appointing An Individual

Pennsylvania allows you to appoint a consenting individual to serve as your registered agent. Individuals must meet all of the following requirements at all times:

- The individual must be a resident of Pennsylvania.
- The individual must make available their name and street address to be included in the public records of Pennsylvania as your registered agent. The street address, called the registered office, must be a physical address in Pennsylvania. A P.O. Box or mailbox service is almost never allowed since the agent must personally sign for your document.
- The individual must be available at the address listed during business hours to sign for documents.

When deciding on your Pennsylvania Commercial Registered Office Provider, consider that individuals travel, meet with clients, and take time off. Any absence increases your risk of missing the delivery of important legal notices. A registered agent company is always available to receive documents on behalf of your business.

### Appointing the Law Office of Tiffany E. Hall

Using our professional registered agent service in Pennsylvania provides the following benefits:

- **Fulfill the state requirement**  
We provide a physical office in Canonsburg to serve as your agent. This allows your business to meet the statutory obligation to appoint a registered agent in Pennsylvania.

- **Privacy**

Using our registered agent service helps protect the privacy of your business.

- Avoid receiving a lawsuit in front of your clients and employees. We receive uniformed process servers, notice of lawsuit, and other deliveries discreetly at our office.
- Our contact information (not yours) is listed publicly with the Pennsylvania Department of State - Bureau of Corporations and Charitable Organizations.
- We keep your information confidential and do not give it out to inquirers unless we are legally required to do so.

- **Enjoy flexible hours**

The registered agent is generally required to be available at its physical office during all regular business hours. In an era of remote work and busy schedules, enjoy safety and flexibility in your schedule, while minimizing the risk of a missed delivery.

- **Avoid change fees**

If you move your office, simply let us know your new address. You won't have to worry about change forms and fees with the Pennsylvania Department of State - Bureau of Corporations and Charitable Organizations.

- **Peace of mind**

Our Pennsylvania registered agent service includes local document scanning and same-day electronic delivery. This helps ensure that you have plenty of time to respond in the event of service of process. This peace of mind is worth the investment.