



KELLEY & ASSOCIATES

INCORPORATION WORKBOOK

NEW ENTITY INFORMATION

What Sort of Entity? C-Corp _____ S-Corp _____ LLC _____ PC _____

Legal Name of Entity: _____

Secondary Name Option: _____

PRINCIPALS

Legal Name: _____ Percentage of Ownership: _____

Title: President _____ Secretary _____ Treasurer: _____

Date of Birth: _____ Address: _____

Social Security Number: _____ Phone: () _____ - _____

Email: _____ Is this the Primary: Yes _____ No _____

Legal Name: _____ Percentage of Ownership: _____

Title: President _____ Secretary _____ Treasurer: _____

Date of Birth: _____ Address: _____

Social Security Number: _____ Phone: () _____ - _____

Email: _____ Is this the Primary: Yes _____ No _____

Legal Name: _____ Percentage of Ownership: _____

Title: President _____ Secretary _____ Treasurer: _____

Date of Birth: _____ Address: _____

Social Security Number: _____ Phone: () _____ - _____

Email: _____ Is this the Primary: Yes _____ No _____

AGENT FOR SERVICE OF PROCESS

Generally, Kelley & Associates, PLC, as part of our services for the first year. After the first year, you can sign up for the Firms Subscription Agreement for annual corporate maintenance.

If Other Agent: _____
Address: _____

COMPANY ADDRESSES

The physical address of the company may not be a P.O. Box but a brick-and-mortar building.

Physical Address: _____

Mailing Address: _____

COMPLETE

Once you have completed this Workbook, you have a few options:

- a. You can upload the document through our Contact Portal on our website at Kelley-assoc.com.
- b. You can scan it and send it to admin@kelley-assoc.com.
- c. You can mail or physically deliver it to our office at 255 E Rincon St. #211 Corona C 92879 as quickly as you can.

FIRM CONTACT

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