

CORPORATION INFORMATION FORM

The purpose of this Information Form is to gather the information we need to prepare the organizational documents for your Corporation. It is important that you provide complete and accurate information for each section in this form. If any information is incomplete or inaccurate, that will delay our ability to prepare your legal documents efficiently, and may increase the cost of our services. When identifying people, please use their full legal name, or at least first and last name with their middle initial. Also, please print all information legibly so that we incorporate all of the information into the legal documents accurately.

When you have completed this Information Form, please return it to our office. You can either mail it to us at 75 Harbert Drive, Dayton, Ohio 45440, or you can fax it to us at (937) 458-0579. Please be sure you sign and date the Certification at the end of this document before you return it to us. We will only begin our work if the Certification is signed and dated.

PART ONE GENERAL CORPORATION INFORMATION

Proposed Corporation Name:

Please select three choices for the name of your Corporation, and list them in the order of your preference. The Corporation name must end in either "Incorporated," "Inc.," "Corporation," "Corp.," "Company," or "Co." Our office will call the Ohio Secretary of State to check on the name availability before we prepare any documents. We will use the first name that is available in the order of priority you have listed.

First Choice:

Second Choice:

Third Choice:

Do you currently have any of the above names registered with the Ohio Secretary of State as a Trade Name or as a Fictitious Name?

Yes Please indicate which name:

No

Trade Name:

Do you want to operate your business under a name different than the formal Corporation name you selected above? (This is referred to as a "trade name" under which you are doing business, such as "XYZ, Inc., doing business as Alphabet Soup.")

Yes Please indicate desired name:

No

New Or Existing Business:

Is the business in which this Corporation will engage a new business or the continuation of an existing business?

New Business

Existing Business Type: Sole Proprietorship Limited Liability Company

General Partnership Limited Partnership

Taxpayer ID Number of Existing Business:

Corporation Business Address:

Please provide the following information concerning the Corporation's principal place of business in Ohio. Ohio law does not permit you to use a post office box for purposes of the Corporation's principal place of business in the legal documents that will be filed with the Ohio Secretary of State.

Street:

City:

State:

Zip:

County:

Telephone:

Fax:

Email:

Website:

Statutory Agent For Corporation:

Ohio law requires each Corporation to designate someone who is a resident of Ohio as a primary contact for purposes of receiving legal notices or tax information on behalf of the Corporation. The person you designate can be one of the Shareholders, or it can be our law firm, your accountant, or someone else you trust to inform you of important information affecting your Corporation.

Name:

Street:

City:

State:

Zip:

County:

Telephone:

Fax:

Corporation’s Business Purpose:

Please briefly describe the type of business the Corporation will engage in, including a description of what type of products it will produce or sell, or what type of services it will perform, and whether your primary customers are wholesale or retail:

Professional Corporation Classification

Will the business of the Corporation involve providing any professional services for which special licensing is required?

No

Yes Type: Medical Dental Chiropractic
 Legal Engineering Other:

PART TWO

SHAREHOLDER, DIRECTOR AND INFORMATION

Number Of Initial Shareholders:

“Shareholders” are those persons that will have an ownership interest in the Corporation. If this is a professional corporation, all of the Shareholders must be properly licensed to provide the professional services in which the Corporation is engaged. How many Shareholders will there be in this Corporation initially (you can always add or remove Shareholders at a later time)?

Single Shareholder

Multiple Shareholders How Many Total Initial Shareholders?

Shareholders Of Corporation:

Please provide the following information regarding each person who will be an initial Shareholder of the Corporation (attach extra sheets if necessary):

Name:

Street:

City:

State:

Zip:

Telephone:

Fax:

Taxpayer ID Number:

Percentage Ownership: %

Property Contributed:

Value:

Name:

Street:

City:

State:

Zip:

Telephone:

Fax:

Taxpayer ID Number:

Percentage Ownership: %

Property Contributed:

Value:

Name:

Street:

City:

State:

Zip:

Telephone:

Fax:

Taxpayer ID Number:

Percentage Ownership: %

Property Contributed:

Value:

Name:

Street:

City:

State:

Zip:

Telephone:

Fax:

Taxpayer ID Number:

Percentage Ownership: %

Property Contributed:

Value:

Name:

Street:

City:

State:

Zip:

Telephone:

Fax:

Taxpayer ID Number:

Percentage Ownership: %

Property Contributed:

Value:

Board of Directors:

The Shareholders are required to elect a Board of Directors as the corporate body that is responsible for the day-to-day management of the Corporation’s business. Under Ohio law, there must be a minimum of 3 persons on the Board, unless the Corporation has less than 3 Shareholders. In that case, there must be at least as many persons on the Board as there are Shareholders. If this is a professional corporation, all of the members of the Board of Directors must be properly licensed to provide the professional services in which the Corporation is engaged.

Identify the persons who will serve as the initial members of the Board of Directors:

Officers:

The Board of Directors elects the Officers of the Corporation. Ohio law requires that the Corporation have at least a President, Secretary and Treasurer. Most Corporations also elect a Vice President to serve in the absence of the President. You can also have other officers with special duties, such as a Chairman of the Board or “assistant” officers in each category. It is usually best to have different persons serve as President and Secretary because sometimes Ohio law requires the signature of both Officers and stipulates that they must be different persons. If this is a professional corporation, it is advisable, but not required, that all of the Officers be properly licensed to provide the professional services in which the Corporation is engaged.

Identify the persons who will serve as the initial Officers of the Corporation:

President

Vice President

Secretary

Treasurer

Others?

Title: Name:

Title: Name:

Title: Name:

Deadline For Completing This Work:

When do you need this work to be completed?

- No specific deadline. Please complete as soon as possible.
- I need the documents prepared, signed and filed by no later than _____.

Expedited Filing:

Do you want the filing with the Ohio Secretary of State to be expedited for immediate recording?

- Yes. (There will be an additional filing fee and express delivery charge of \$125.00.)
- No.

Accounting And Tax Planning Advice:

Do you have a certified public account with whom you are or will be working in connection with this Corporation?

Yes. Accountant’s Name:

Address:

Telephone Number:

Have you consulted with your accountant for accounting and tax planning advice regarding this Corporation yet? Yes No

Do we have your permission to discuss this Corporation with your accountant, if necessary or beneficial? Yes No

No. Would you like a reference of an accountant you can use? Yes No

CLIENT CERTIFICATION

I certify that the responses in this Information Form accurately reflect my goals and objectives for forming this Corporation. I acknowledge that O’Diam & Stecker Law Group, Inc., is relying on these responses as the basis upon which you will counsel and advise me in organizing this Corporation. I also acknowledge that if any of my responses are incomplete or inaccurate, or if I omitted any responses, that could materially impair the ability of your law firm to properly represent my interests in designing an appropriate Corporation structure for me. I assume full responsibility for any errors or omissions that result from inaccurate or incomplete information I have provided.

DATE:

CLIENT: