



Questions? - Contact Cynthia D. Prather at (cdp@chancellorconfirm.com) or 470.705.0399 ext. 101

S-Corporation & C-Corporation order form

** spaces may be left blank if you need guidance

Corporate Contact Information			
Preferred Name:		Alternate Name:	
Contact Name			
Shipping Address			
Corporate Bus. Address (if different)			
Phone Number			
Fax Number			
Email address			
Corporate Data			
Business Description (10 words or less)			
Number of shares (1,500 default)			
Par Value (\$0.01 default)			
Fiscal Year End (12/31 default)			
Annual Mtg. (2 nd Tues in Mar. default)			
Principal Officer's Contact		Contact numbers	
Legal Name & Title:		Phone:	
Social Security Number:		Fax:	
Corporate Officers (can be same person for all positions) [handles day-to-day operations/management of business]			
	Name	Address	
President:			
Vice President:			
Secretary:			
Treasurer:			
Corporate Shareholders: (owners of the corporation) *Provide SSN for each if electing "S-Corporation" status			
	Name	Address	Social
Shareholder #1			
Shareholder #2			
Shareholder #3			
Corporate Directors: (represent shareholders & appoint officers) [can be one director]			
	Name	Address	
Director #1			
Director #2			
Director #3			
Director #4			
Registered Agent (leave blank if MyCorporation is chosen as R.A.) *Registered Agent required if out of state or not present/available 9am-5pm M-F			
Name:			
Address:			
Tax ID (Employer Identification Number [EIN])			
Does corporation have employees?	If yes, how many employees in next 12 mos.?		
	What date will first wages be paid (estimate):		
Credit card information		Name on card:	
Credit card number:		Expiration Date:	CVV Code:
Billing address:			
Signature:			



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