



CHECKLIST FOR STARTING A NEW CORPORATION

		<u>Yes</u>	<u>N/A</u>
1.	File for Incorporation with State.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Pay initial California State minimum privilege fee. (Franchise Tax)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Pay Franchise Tax Board minimum tax for first year in advance. (This is in addition to initial minimum Franchise Tax)	<input type="checkbox"/>	<input type="checkbox"/>
4.	File for Federal Employer identification number (form SS-4). Provide copy of SS-4.	<input type="checkbox"/>	<input type="checkbox"/>
5.	If payroll, file for California State Employer identification number (form DE-1). Provide copy of DE-1.	<input type="checkbox"/>	<input type="checkbox"/>
6a.	If electing S-Corporation, file request before 15th day of third month. (form 2553). Provide copy of letter of election acceptance.	<input type="checkbox"/>	<input type="checkbox"/>
6b.	File S-Corporation Election with California State. (form 3560)	<input type="checkbox"/>	<input type="checkbox"/>
7.	Provide copy of Articles of Incorporation with State seal and newly issued State corporation number and date incorporated.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Provide copy of initial corporate minutes.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Provide listing of all Shareholders including: a. Social security numbers. b. Addresses. c. Number of shares held.	<input type="checkbox"/>	<input type="checkbox"/>
10.	Provide listing of all Officers including: a. Social security numbers. b. Addresses.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Provide listing of all start-up organizational expenses including: a. Legal fees b. State incorporation fees. c. Start-up costs/expenses.	<input type="checkbox"/>	<input type="checkbox"/>