

Worksheet for Preparation/Filing of NY Certificate of Incorporation

Date: _____

1. **Name of Corporation:** (In order of preference and including Corp., Inc., Ltd., Corporation, Incorporated or Limited)

1. _____
2. _____
3. _____

2. **Service of Process Address:** (this may be a PO box or street address, but NOT both)

3. **Purpose of Entity** (if other than general purpose clause): _____

4. **Principal Business Address:** _____

_____ County _____

5. **Stock Structure** (if other than the standard 200 no par value): _____

6. **Would you like us to obtain an EIN#?** (\$55): Yes _____

7. **Would you like to add a Registered Agent?** (optional): **Use CSB** (annual service fee applies) * _____

(or) Name and Address _____

Fee to Prepare and File:	\$ 85.00
Disbursement to Dept. of State (filing)	\$ 130.00
Corporate Outfit	\$ 85.00 (Optional)
Shipping (UPS Ground)	\$ 11.50
Administrative Handling	\$ 5.00
Sales Tax (Based on 8.875% - yours may differ)	\$ 8.56
Total:	\$ 325.06

Contact Name: _____ **Email:** _____

Firm / Business Name: _____

Phone #: _____ **Fax #:** _____

Billing/Mailing Address: _____

Address for delivery of Corporate Documents:

Let this letter serve as my authorization to charge Amex/MC/Visa (Initial Here) _____

Card #: _____ Expires: _____

IN THE AMOUNT OF: _____

Print Name of Card Holder: _____

Signature of Card Holder: _____