

Worksheet for Preparation/Filing of NY Articles of Organization

Date: _____

1. Name of Entity: *(In order of preference and including corporate indicator)*

1. _____
2. _____
3. _____

2. Managed By: Member ____ Manager ____

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

4. Principal Business Address: _____

_____ **County** _____

5. Purpose of Entity: _____

6. Duration, if not perpetual: _____

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

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

(or) Name and Address _____

9. Publish this entity: Send quote _____ or Payment included _____

Prepare and File:	\$ 85.00
Disbursement to Dept. of State (filing)	\$ 225.00
Corporate Outfit	\$ 95.00 (Optional)
Shipping (UPS Ground)	\$ 11.50
Administrative Handling	\$ 5.00
Sales Tax (Based on 8.875% - yours may differ)	\$ 9.45
Total:	\$ 430.95*

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: _____

**Please note: This fee is an estimate only. It is possible to incur additional disbursements to complete this order. If so the additional fees will be charged to this credit card.*