

Worksheet for Preparation/Filing of NY Not-For-Profit

Date: _____

1. Name of new organization: *(In order of preference)*

- 1. _____
- 2. _____

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

3. Principal Business Address: _____ **County** _____

4. Purpose or Activities to be conducted (give complete and detailed description – pls. note: certain activated will necessitate approvals from state agencies prior to filing. Additional pages may be attached if necessary – please be specific):

5. Is corporation tax exempt? If so, please indicate which subsection of 501(c) you would like us to reference (3,4,5,6,7 etc.) _____

6. Type : Charitable _____ or Non-Charitable _____

7. Initial Directors and addresses (Minimum of three):

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Prepare and File:	\$ 175.00
Disbursement to Dept. of State (filing)	\$ 100.00
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:	\$ 385.06

*If consents from State Agencies are necessary, add another \$125.00 per agency (disbursement fees vary by agency)

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.*