

## Worksheet for Preparation/Filing of NY Surrender of Authority of Corporation

Date: \_\_\_\_\_

1. Name of Corporation: \_\_\_\_\_

2. The Jurisdiction of Corp: \_\_\_\_\_

3. Date the Corp was Authorized in NYS: \_\_\_\_\_

4. Address for Future Mailings and Process:  
\_\_\_\_\_  
\_\_\_\_\_

5. Officer's Name/Title Who is Authorizing the Dissolution:  
\_\_\_\_\_

Fee to Obtain Tax Consent Prepare and File:	\$ 185.00
Disbursement to Dept. of State (filing)	\$ 60.00
Administrative Handling	\$ 5.00
Total:	\$ 250.00

\*\*A Power of Attorney giving Servico permission to handle tax issues/consent is required. POA form can be downloaded with this worksheet and faxed or emailed to us. We will also need the original return(s) and any payment for any outstanding tax years, as well as the final tax payment (must be paid through the end of the month in which you are requesting surrender).\*\*

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.*