

CORPORATION WORKSHEET

Certificate of Formation

1. Name of the Corporation: _____
2. Mailing Address of the corporation: _____
3. Physical address of the corporation: _____
4. Name and address of registered agent: _____

5. Business purposes of the corporation : _____

6. Number of initial shares to be issued: _____ par value \$ _____
7. Number of members on the Board of Directors: _____
8. Names and Addresses of the directors: _____

9. Name and address of the incorporator: _____

Bylaws

10. Date of annual shareholders meeting: _____ Tuesday of the month of _____ beginning with the year _____.

11. Fiscal year begins: _____ Ends: _____

Organizational Meeting

12. Date of Organizational Meeting: _____
(day must be after Certificate of Formation becomes effective)

13. Chairman of the meeting: _____

14. Officers:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

15. Bank name and address _____

16. List the name of each initial shareholder, the amount of his or her initial capital contribution and number of shares, and the percentage of his or her interest in the corporation:

a. _____
\$ _____
_____ shares
_____ %

b. _____
\$ _____
_____ shares
_____ %

c. _____
\$ _____
_____ shares
_____ %

Promissory Notes

17. Amount of the Note: _____

Maker: _____

Due date: _____

Number of Months: _____

Beginning date of the note: _____

Ending date of the note: _____