

## **INCORPORATION CHECKLIST**

- Select attorney:
  - Specialist in the field.
  - Solid references.
  - Provides estimate of initial and ongoing costs.
  - Takes time to understand your personal objectives and business.
- Select form:
  - C corporation, S corporation, or LLC as your circumstances dictate.
  - Consider beginning with one, changing to another if appropriate in the future.
- Implementation issues:
  - Federal identification number and business name needed for bank account.
  - Corporate seal often provided for use in signing contracts.
  - Make name uniform on web site, stationery, listings, and the like.
  - Will corporate name be your brand or not?
  - Use federal ID on your invoices.
  - Ensure consulting fees are paid to company name, not yours.
  - You will not need 1099 forms from your clients for tax filing.
  - Conform to requirements (e.g., annual meeting, annual reports, etc.).