

Corporation Checklist

Please provide the following items:

Business Setup

- Articles of Incorporation
- Employer Identification Number (EIN)
- Corporate name confirmation

Shareholder Information

- Full legal name(s)
- Ownership percentage(s)
- Social Security number(s)
- Contact information

Tax Information

- **Previous year business tax return**
- Form 2553 (if S-Corporation)
- IRS S-Corp approval letter (if received)