

## **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)