

**REHBERG & ALBERTSON, P.S.**  
*Family Business and Estate Planning Since 1968*

## Corporation Creation Questionnaire

Please complete this form as thoroughly as possible.  
If you do not know the answer to a question, place a  
\* by it, and we can discuss the answer.

Return this form to:

Rehberg & Albertson, P.S.  
2800 S. 192<sup>nd</sup>, St., Suite 104  
Seattle, WA 98188

Fax: 206-246-8774  
Email: [lawyers@trust-planner.com](mailto:lawyers@trust-planner.com)

## **Initial Information**

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Name of corporation:

Alternative name choice (in case first is unavailable:

Principal business address:

Mailing address:

Telephone:

County:

Any other offices? If yes, give addresses:

State of incorporation:

## **Business Planning Issues**

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Please explain, in detail, what you intend to do in your business:

If you have done a business plan, please send a copy along

## Corporation Management Issues

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Number of directors:

Name of person setting corporation up:

Address:

Number of authorized shares:

**Shareholders:**

**Name #1**

**Name #2**

**Name #3**

Name:

Address:

Telephone:

SSN:

No. of shares:

What are they contributing:

**Registered agent:**

Name:

Registered office:

Mailing address:

County:

**Initial directors:**

**President**

**Secretary**

**Treasurer**

Name:

Address:

Telephone:

SSN:

**Bylaws:**

Shareholder annual meeting:

Date and time:

Place:

**Other organizational issues:**

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Bank

Branch Name and address:

Authorized signatures:

Professionals:

Accounting firm:

Law firm:

Other professionals:

**Employees:**

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How often are employees paid:

Number of employees:

Date first hired:

Date first paid:

Employment agreements:

Noncompetition agreements:

Benefits:

Medical:

Dental:

Life:

Disability:

Family leave:

Retirement:

401(k) Plan:

ESOP:

Share appreciation plan:

Stock options:

ISOP:

Non-qualified:

Stock vesting plan:

IRC § 83(b) election:

Other:

