

## Forming a new Florida Corporation

Thank you for choosing ABS of Jacksonville to prepare and file the paperwork to form a new Florida Corporation. We will prepare all of your necessary forms and can generally get the whole process completed in just a few days.

### **Fees:**

ABS of Jacksonville preparation fee is \$250.00

State of Florida filing fee is \$78.75

**Total fee of \$328.75**

### **Here is what we will do for you:**

1. Prepare the Articles of Incorporation.
2. Prepare the minutes of Organization.
3. Prepare the corporate bylaws.
4. Electronically file your articles with the State of Florida.
5. Obtain a Federal Tax Identification number.
6. File form 2553 to make you a Sub-chapter S corporation.
7. File form DR1 with the state to register for Florida unemployment and Sales tax if necessary.
8. Prepare the exemption form for construction exemption if necessary.

\*Note: if you need a corporate kit which contains the corporate seal, stock certificates in a nice binder, I can order that for you, but it will be an additional \$90.00

## Corporation Requirements

As a corporation you will now be an employee of the corporation and have to pay yourself with a paycheck and withhold the appropriate taxes from each check. To do this properly you need to:

1. Deposit you monthly payroll taxes with the IRS by the 15th of each month.
2. File a form 941 for your tax deposits at the end of each quarter
3. Pay your Florida unemployment tax at the end of each quarter.
4. Pay your Federal unemployment tax at the end of each year.
5. **Each year the corporation will have to submit an annual report with the State of Florida, this is basically just a tax. The form must be filed electronically at Sunbix.org and submitted by May 1st with a fee of \$150.** After May 1<sup>st</sup>, the fee is \$500.

# Informational Form for Incorporation's

**Your name :** \_\_\_\_\_ **Your Social Security #** \_\_\_\_\_

Your Home Address (can't use a PO Box) \_\_\_\_\_

\_\_\_\_\_

Home Phone #: \_\_\_\_\_ Drivers License # \_\_\_\_\_

## **Requested Corporation Name:**

1st Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

County Business located: \_\_\_\_\_

Principal activity of the business: \_\_\_\_\_

**Names and Titles of each officer:** [Only 1 officer is required, you can change the titles if you want]

**President's name :** \_\_\_\_\_ **SS #** \_\_\_\_\_

Address : \_\_\_\_\_ # of shares of stock in Company \_\_\_\_\_

(can't use a PO Box)

\_\_\_\_\_ Drivers License # \_\_\_\_\_

Phone #: \_\_\_\_\_

**Vice-President's name :** \_\_\_\_\_ **SS #** \_\_\_\_\_

Address : \_\_\_\_\_ # of shares of stock in Company \_\_\_\_\_

\_\_\_\_\_ Drivers License # \_\_\_\_\_

Phone #: \_\_\_\_\_

**Secretary's Name:** \_\_\_\_\_ **SS #** \_\_\_\_\_

Address : \_\_\_\_\_ # of shares of stock in Company \_\_\_\_\_

\_\_\_\_\_ Drivers License # \_\_\_\_\_

**Treasurer's Name :** \_\_\_\_\_ **SS #** \_\_\_\_\_

Address : \_\_\_\_\_ # of shares of stock in Company \_\_\_\_\_

\_\_\_\_\_ Drivers License # \_\_\_\_\_

Estimate your gross payroll for the next four quarters

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

#4 \_\_\_\_\_

When do you expect to begin payroll \_\_\_\_\_

Do you hire contractors/self employed workers \_\_\_\_\_

Business Bank name and address \_\_\_\_\_  
\_\_\_\_\_

If you rent your business location, the name of landlord and their address:

\_\_\_\_\_  
\_\_\_\_\_

What counties will you do business in Florida \_\_\_\_\_

If you had a prior EIN/Tax ID number:

Number: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Date obtained: \_\_\_\_\_