

Informational Form for Incorporation's

Requested Corporation Name: _____

Business Address: _____

County Business located: _____

Business Phone Number: _____

Email Address: _____

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 # _____

Email address: _____ Birthday: _____

Vice-President's name : _____ SS # _____

Address : _____ # of shares of stock in Company _____

_____ Drivers License # _____

Email address: _____ Birthday: _____

Secretary's Name: _____ SS # _____

Address : _____ # of shares of stock in Company _____

_____ Drivers License # _____

Email address: _____ Birthday: _____

Treasurer's Name : _____ SS # _____

Address : _____ # of shares of stock in Company _____

_____ Drivers License # _____

Email address: _____ Birthday: _____

When do you expect to begin payroll _____

Do you hire contractors/self employed workers _____

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

What counties will you do business in Florida _____

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 and the State of Florida filing fee is a total of \$495.00

Total fee of \$550.00

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. Help you register electronically for workers comp exemption for construction exemption if necessary.
9. File you Business Ownership Information Report.

*Note: if you need a corporate kit which contains the corporate seal, stock certificates in a nice binder etc, I can order that for you, but it will be an additional \$95.00 and usually a waste of money.

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 Sunbiz.org and submitted by May 1st with a fee of \$150. After May 1st, there is a \$400 late fee.**

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT,
IN AND FOR DUVAL COUNTY, FLORIDA

DISCLOSURE FROM NONLAWYER

I, _____, certify that Jennifer Caccioppoli of Professional Services by Jenn & Jenn, LLC, explained to me that he or she is not an attorney who is a member in good standing of the Florida Bar and that he or she CANNOT: 1) give me legal advice; 2) tell me what my legal rights or remedies are; 3) represent me in court; or 4) tell me how to testify in court.

This nonlawyer further explained to me that he or she CAN ONLY: 1) help me fill out forms that have been approved by the Supreme Court of Florida; 2) ask me questions to fill in the form(s); and 3) show or explain to me how to file the form(s).

___ I can read English.

___ I cannot read English, but this disclosure was read to me by
_____ in _____.

Dated: _____

Signature of Party

Jennifer Caccioppoli
Professional Services by Jenn & Jenn, LLC
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Jacksonville, FL 32210
904-777-1533