

**New Business Set-up**

**We need to gather some basic information to set up your new company.**

**Desired Company Name** (Name must not be used by another company. Please check SunBiz.org for availability.)

Option 1:

Option 2:

Option 3:

**Type of Company** (LLC, S-Corp, C-Corp) We recommend an S-Corp:

**Effective Date:**

**General Business Purpose:**

**Your Full Name and Title** (If you are the sole owner with no employees you will fill all these positions.) (Full name and Address is required for each additional officer)

Business Owner(s) & percentage of ownership.

President:

Vice President (CEO):

Treasurer (CFO):

Secretary:

**Business Address:**

**Mailing Address:**

**Business Phone:**

**Business Email:**

**Registered Agent:** Lamar Tax and Accounting will act as registered agent.

## Annual Report - SunBiz.org - It is YOUR responsibility to file every year.

* Every corporation is required to file an annual report to maintain an “active” status in our records.
  + If the corporation fails to file the report, it will be administratively dissolved.
  + The filing period for annual reports is **January 1st to May 1st** of the calendar year following the corporation’s date of filing or, if listed, its effective date.
* Filing fee is as follows: **$150** for a profit corporation; **$61.25** for a not-for-profit corporation; **$138.75** for a limited liability company; and **$500** for a limited partnership or limited liability limited partnership.