

PERKINS



LAW
PLLC

Corporate Start-Up Package

If you are starting a new business, let Perkins Law help you navigate the process of forming a Virginia corporation and provide the following services on a flat fee basis:

1. Confirming availability of desired corporate name with the Virginia State Corporation Commission.
2. Drafting and filing Articles of Incorporation with the SCC.¹
3. Drafting Bylaws for the corporation.
4. Preparing IRS Form SS-4 and obtaining an EIN for the corporation on the IRS web site.
5. Preparing Consents to Be Elected Initial Director for the Initial Board.
6. Preparing Organizational Consents of the Incorporator and Initial Board of Directors.
7. Preparing stock certificates for initial shareholders.
8. Preparing Subscription Agreements for initial shareholders.
9. Preparing IRS Form 2553 ("S" election) (if applicable).
10. Preparing and filing certificates of assumed name at local and state levels (if applicable).²
11. Answering questions regarding local business license requirements.
12. Answering questions regarding state taxpayer registration Form R-1.
13. Serving as registered agent in Virginia for the corporation for the first year (an annual fee for registered agent service will apply in subsequent years).
14. Preparing a corporate minute book for the corporation's organizational documents.
15. Telephone and e-mail consultations on general corporate maintenance issues.
16. Preparing a Shareholder Agreement among the initial shareholders.³

¹ The flat fee does not include the State Corporation Commission filing fee.

² The flat fee does not include the filing fees for such assumed name filings, which vary by locality but are generally under \$20.

³ This flat fee start-up package does not include advice or assistance with questions or issues concerning compliance with applicable