

CORPORATION/LLC FILING REQUEST

PLEASE NOTE: All information provided on this form will be provided to **El Triunfo Corporation** as a formal request to organize a new business entity. By returning this form you acknowledge your formal engagement with **El Triunfo Corporation** to act as the organizer for your new company filing.

Your Name _____

Best Contact # _____

Email _____

GENERAL BUSINESS INFORMATION

Please enter the information below for the new company you will be organizing:

DESIRED BUSINESS NAME:

First Choice _____

Second Choice _____

BUSINESS REGISTERED ADDRESS: (PO Box is not allowed)

Street Address _____

City _____ State _____ Zip _____

Best Phone # _____ Email _____

CORPORATION/COMPANY DETAILS

CURRENT OWNERSHIP OF YOUR COMPANY:

Enter the names of your current shareholder/member(s) with their percentage (%) ownership

Owner Name	Ownership %

OWNERSHIP RESTRICTIONS:

If your business is licensed by the state of **California**, there may be restrictions on who can be an owner of your corporation or LLC.

TITLES/POSITIONS IN YOUR COMPANY:

Please assign ALL current assigned or elected titles: Corporations - Use Box #1 -- Limited Liabilities Companies - Use Box #2

Box # 1 - Corporations Only

Assigned Title	Corporation Officers - One name per title
President	
Secretary	
Treasurer / VP	
Corporation Directors - Can have multiple people here	
Director 1	
Director 2	
Director 3	
Director 4	

Box # 2 - LLCs Only

Assigned Title	LLC Officers - Only one name per title
Chief Manager	
Secretary	
Treasurer / VP	
LLC Directors - Can have multiple people here	
Governor 1	
Governor 2	
Governor 3	
Governor 4	

OFFICERS VS DIRECTORS: Generally, officers of a corporation run the day-to-day operations of a corporation. Directors serve in an advisory role and help in the strategic planning of the corporation. If your business is licensed by **California**, - officers will need to be licensed as well.

OFFICERS VS GOVERNORS: Generally, officers of an LLC run the day-to-day operations of a company. Governors serve in an advisory role and help in the strategic planning of the company. If your business is licensed by **California**, - officers will need to be licensed as well.

CONTACT INFORMATION FOR OWNERS/OFFICERS

#1 Owner/Officer: This will be the company's PRIMARY CONTACT and signer for tax returns.

*NOTE: The primary contact's email address and mailing address will be used for all **El Triunfo Corporation** correspondence and sensitive tax information.*

First, MI, Last _____ DOB _____ SS# _____

Street Address _____

City _____ State _____ Zip _____

Best Phone # _____ Email _____

#2 Owner/Officer: This will be an additional contact for the company and should not be the primary contact.

First, MI, Last _____ DOB _____ SS# _____

Street Address _____

City _____ State _____ Zip _____

Best Phone # _____ Email _____

#3 Owner/Officer: This will be an additional contact for the company and should not be the primary contact.

First, MI, Last _____ DOB _____ SS# _____

Street Address _____

City _____ State _____ Zip _____

Best Phone # _____ Email _____

#4 Owner/Officer: This will be an additional contact for the company and should not be the primary contact.

First, MI, Last _____ DOB _____ SS# _____

Street Address _____

City _____ State _____ Zip _____

Best Phone # _____ Email _____

OTHER INFORMATION ABOUT YOUR CORPORATION/LLC:

Business Bank Name _____

Business Activity _____

Do you collect sales tax? No Yes — If Yes, what frequency? _____

SPECIAL REQUESTS OR SPECIFIC INSTRUCTIONS:



SERVICES:

- EIN
- EDD
- Seller's Permit Permit
- Other: _____
- FBN
- Business License
- Form 2553
- Health Permit
- Cigarette Permit
- Payroll

Signature: _____ Date _____

Print Name : _____

FOR EL TRIUNFO CORPORATION USE ONLY:

- S-Corp C-Corp LLC - Disregarded LLC - Partnership
- LLC - S-Corporation LLC - C-Corporation Rush Regular

S-Corp Election _____

Date Business Started _____

Date First Wages _____

Special Instructions _____

ENGAGEMENTS

- Bookkeeping – \$ _____ Payroll – \$ _____
- Write---Up – \$ _____ Payroll Tax Return – \$ _____
- Annual Business Return – \$ _____ Property Tax Return – \$ _____

PROJECTS

- Financial Statement – Starting Month _____ Payroll Tax Returns – Starting Quarter _____
- Monthly
- Quarterly
- Tax Return – Starting Year _____
- Property Tax Return – Starting Year _____
- Payroll Preparation – Starting Pay Date _____ Tax Projection – Starting Year _____

CLIENT CUSTOM FIELDS

- Portal Delivery
- Bill.com User
- SmartVault User
- Employee Self Service User
- Financial Statement Preparation
- Software Data Location _____
- QB Version _____
- QB Admin Password _____
- Hosted Username _____
- EFTPS Pin _____
- EFTPS Password _____