

CHECKLIST FOR THE FORMATION OF A CALIFORNIA CORPORATION

PFEIFFER LAW

We recommend that the following tasks be considered when forming a California corporation:

- Check for availability of the desired corporation name
- Reserve the corporate name with the California Secretary of State (not required)
- Prepare the Articles of Incorporation
 - Determine who should act as the registered agent for the corporation (name must be included in the articles of incorporation)
- File the Articles of Incorporation with California Secretary of State
- Get filed and date-stamped copies of the Articles of Incorporation
 - Copies may be necessary to open a bank account
- Get a Certificate of Good Standing from the California Secretary of State
 - May be necessary to open a bank account
- Obtain a Federal Tax Identification Number (EIN number)
 - Online (www.irs.gov), facsimile or United States Mail
- Obtain an Employer Payroll Tax Account Number (EDD Number) from the California Employment Development Department (www.edd.ca.gov)
 - EDD Number is necessary if the corporation will have employees other than shareholder employees
- Draft the By-Laws
- Set up a corporate records book (or purchase a corporate kit)
 - Generally, includes a binder for corporate minutes and by-laws, a seal embosser, printed numbered stock certificates and a stock transfer ledger

PFEIFFERLAW.COM

CREATIVE INFLUENCE
EXPERIENCED ENTERTAINMENT ATTORNEYS

- ❑ Prepare stock certificate(s)
- ❑ Initial shareholders' meeting
 - Prepare notice of meeting (or waiver)
 - Hold initial shareholders' meeting
 - Elect directors
 - Prepare minutes of the initial shareholders' meeting
- ❑ Initial board of director's meeting
 - Prepare notice of meeting (or waiver)
 - Hold initial shareholders' meeting
 - Prepare minutes of the initial shareholders' meeting
- ❑ File Statement of Information (SOI) with the California Secretary of State
 - Due within 90 days of the initial filing of the articles of incorporation
 - Thereafter, must be filed annually