

Law Offices of
Thaddeus M. Bond, Jr. & Associates, P.C.

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INCORPORATION WORKSHEET
AND RETAINER AGREEMENT

I/we do hereby request that The Law Offices of Thaddeus M. Bond, Jr. & Associates, P.C. represent me/us in the formation of a new Illinois corporation and hereby provide the following information:

I. Name of Corporation

Select three potential names for your new Illinois corporation. The highest listed available name will be used. The name must contain the word "Corporation", "Corp.", "Incorporated" or "Inc." It cannot use the words "Bank" or "Housing."

1. _____
2. _____
3. _____

II. Incorporators

List the names and addresses of one or more individuals responsible for establishing your new business venture.

1. _____

2. _____

3. _____

III. Officers

Your new corporation must have at least one officer or director. The officer or director will be responsible for executing all legal paperwork on behalf of the corporation. List the name(s) and address(es) of each proposed officer.

President _____

Vice-President _____

Secretary _____

Treasurer _____

IV. Registered Agent

Your new corporation must select a registered agent for service of process and to receive all other legal notices. The Law Offices of Thaddeus M. Bond, Jr. & Associates, P.C. can act as your registered agent (see Section VII and Section VII below) or you can select another individual. The registered agent must have a permanent address in Illinois (not a post office box) and must report any address change to the Secretary of State.

_____ I/we elect to have The Law Offices of Thaddeus M. Bond, Jr. & Associates, P.C. serve as the registered agent.

_____ I/we elect NOT to have The Law Offices of Thaddeus M. Bond, Jr. & Associates, P.C. serve as the registered agent. The registered agent should be:

Name

Address

V. County of Incorporation

I/we choose to be incorporated in the following Illinois county:
(You must choose only one, ideally the County where you will most often do business)

VI. General Guidelines

In order to be a valid Illinois corporation, you must adhere to the following guidelines:

1. You must establish an Illinois checking account and maintain a minimum capital balance of \$1000.00. Withdrawals from the account which leave a balance less than \$1000.00 are prohibited.
2. You must obtain a federal tax identification number. This number can be obtained by The Law Offices of Thaddeus M. Bond, Jr. & Associates, P.C. _____ or by your tax adviser or tax preparer _____. Place an "X" by the option you choose.
3. You must hold annual meetings and prepare minutes of those annual meetings. Statutory notice requirements must be met or waived by the directors, officers and shareholders.
4. You must file state and federal tax returns. In addition, you must file an annual franchise tax return and pay any required fees and taxes.

VII. Representation Agreement and Fee Arrangement

I/we do hereby agree to pay to The Law Offices of Thaddeus M. Bond, Jr. & Associates, P.C. concurrent with the execution of this agreement \$1000.00 as our initial retainer for attorney's fees and costs. I/we understand that said retainer will be used only for the following services:

- 1) Reviewing proposed name selection for appropriateness and availability;
- 2) Preparing and filing Articles of Incorporation with the Illinois Secretary of State;
- 3) Recording approved Articles of Incorporation in the Illinois County of my/our choosing;
- 4) Obtaining a federal tax identification number (only if requested in Paragraph VI(2) above);
- 5) Preparation of all notices, waivers and paperwork required for the first annual meeting;
- 6) Acquiring a corporate minute book and a corporate seal.

I/we understand that all costs incurred in incorporating my/our business will be taken from said \$1000.00 retainer and that any funds not used for costs will be paid to The Law Offices of Thaddeus M. Bond, Jr. & Associates, P.C. as attorney's fees.

VIII. Future Representation and Fee Agreement

For an annual fee of \$400.00, The Law Offices of Thaddeus M. Bond, Jr. & Associates, P.C. will complete the necessary paperwork and documentation to maintain your new business as a valid Illinois corporation. Said fee includes preparation of the Domestic Corporation Annual Report and preparation of the necessary paperwork for your annual meeting and is limited to those services.

In the event that you choose The Law Offices of Thaddeus M. Bond, Jr. & Associates, P.C. as the registered agent for your corporation, said \$400.00 annual fee will include our firm forwarding any notices, summonses or other legal documents received on behalf of your corporation to your attention at no additional charge. We will not forward junk mail and solicitations unless specifically instructed otherwise.

The offer to provide annual corporate maintenance for a fee of \$400.00 should not be construed as an offer to represent you or your corporation in any lawsuits, legal proceedings or other matters for which The Law Offices of Thaddeus M. Bond, Jr. & Associates, P.C. accepts service. Additional fees will be charged for such matters and must be separately agreed to by you and The Law Offices of Thaddeus M. Bond, Jr. & Associates, P.C.

_____ I/we elect to have The Law Offices of Thaddeus M. Bond, Jr. & Associates, P.C. provide annual corporate maintenance for an annual fee of \$400.00.

_____ I/we elect NOT to have The Law Offices of Thaddeus M. Bond, Jr. & Associates, P.C. provide annual corporate maintenance.

Either party may cancel this future representation and fee agreement upon written notice to the other.

IX. Disclaimer

I/we understand that The Law Offices of Thaddeus M. Bond, Jr. & Associates, P.C. is not a tax adviser and should not be relied upon for advice as to federal, state or local taxes. I/we further understand that The Law Offices of Thaddeus M. Bond, Jr. & Associates, P.C. will not prepare state or federal income tax returns on behalf of the corporation. You are strongly urged to find and retain a competent tax preparer and/or adviser.

I/we also understand that The Law Offices of Thaddeus M. Bond, Jr. & Associates, P.C. is licensed to practice law only in the State of Illinois and has registered my/our new corporation to do business only in the State of Illinois. Any issues relating to laws in States other than Illinois or registration to do business in States other than Illinois should be directed to competent legal counsel in that state.

Name:

Date

Name:

Date

Name:

Date

Name:

Date