



Business Startup: Intake Form

Please submit the following information via this form.

DATE OF REGISTRATION

/ /

PERSONAL INFORMATION

Name Prefix : Mr. Ms. Other

First : Middle : Last :

Email : Phone :

ADDRESS

Street Address :

Address Line 2 :

City : State/Province/Region :

ZIP/Postal Code : Country :

BUSINESS INFORMATION

Business Name :

Please enter the desired full legal business name including punctuation and the entity suffix (LLC, Inc., etc.)

Business Entity Type :

- Corporation
- Limited Liability Company (LLC)
- General Partnership
- Limited Partnership
- Limited Liability Partnership (LLP)

Business DBA ("Assumed Name")

The name the business goes by other than its legal name, if applicable.

BUSINESS ADDRESS

Street Address :

Address Line 2 :

City : State/Province/Region :

ZIP/Postal Code : Country :

Business Phone Number : Business Fax Number :

Business Email Address : Business Website :

Professional Organization

Will this a professional business organization? If a business will primarily be offering professional services (those provided by doctors, dentists, veterinarians, engineers, architects, accountants, attorneys, etc.), it must be set up as a professional entity.

Yes

No

Professional Services

What type of professional services will be offered?

Business Owners and Officers

Please list each person's address and title in the business next to their name.

Registered Agent

The registered agent may be any owner or officer of the company.

REGISTERED OFFICE ADDRESS

The registered office may be any physical address in Kentucky (not a P.O. Box).

Street Address :

City : State/Province/Region :

ZIP Code :

Date Business Started

Approximate date the business started or will start at this location.

Business Activities

General description of what the business does, or which industry it is in.

Products Sold

Products sold in Kentucky, if applicable.

Existing Business

Did you acquire the business from a previous owner?

Yes

No

Other Businesses

Do you have other businesses in Kentucky?

Yes

No

Method of Federal Taxation

If the business is a LLC and you did not file an election to change the method of federal taxation, it is taxed as a Sole Proprietorship if there is only one owner and a Partnership if there are multiple owners.

Sole Proprietorship

Partnership

Corporation

S-Corporation

Annual Accounting Period / Tax Year

Calendar Year

Fiscal Year

Other

Responsible Party

The responsible party controls, manages, or directs the applicant entity and the disposition of its funds and assets. The IRS describes it in greater detail here: <https://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Responsible-Parties-and-Nominees> The responsible party may be an individual, in which case we will need the individual's full name and social security number. We will not use the responsible party's social security number for any other purpose and will keep it strictly confidential. The responsible party may be another business entity, in which case we will need the business' name and EIN.

Responsible Party Tax ID

The responsible party's SSN or EIN.

Status of Employees

Does the business have employees?

Yes

No

Employees Receiving W-2 Forms

Do you have or expect to have any employees who will receive W-2 forms in the next year? W-2 forms are Wage and Tax Statements issued by an employer to his or her employees showing taxes (federal income tax, Social Security, Medicare) deducted from their pay. The vast majority of businesses with employees must file W-2s. See an example of a W-2 here: <http://www.irs.gov/pub/irs-pdf/fw2.pdf>

Yes

No

Zoning Registration

Have you registered with the local building or zoning inspector?

Yes

No

Additional Information

Please include any additional information you would like our attorneys to know.

Disclaimer

Our team may review the information you provide for the purposes outlined on this website. However, using this form to communicate with us doesn't mean we're entering into any legal engagement with you.

I Agree

I Do Not Agree

Signature