

**NON-PROFIT CORPORATION
INFORMATION ORGANIZER**



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NON-PROFIT CORPORATION INFORMATION ORGANIZER

General Information:

Name of Corporation: _____

Principal Office: _____

Contact Person: _____

Phone: _____

Fax number: _____

E-Mail Address: _____

License Applications to be prepared by:

CPA	DLG	Client	
_____	_____	_____	Federal EIN Application (social security number of member _____ - ____ - _____)
_____	_____	_____	Alaska Business License Application*
_____	_____	_____	Executive Officer Worker's Compensation Waiver
_____	_____	_____	Alaska ESC (Employment Security Compensation) Registration

(For each item identify who will be responsible for the application or registration.)

*Client will be responsible for obtaining any necessary occupational license(s).

Timing of Organization:

The organization of a Corporation typically takes 4-6 weeks. We can expedite the organization if you would like us to do so. If we expedite, the organization would take 7-10 days. The filing fee payable to the State without expediting is \$250. The fee payable to the State for an expedited filing would be \$400. The fees for our services are roughly 25% higher if you ask that we expedite the organization.

Should the organization of the Corporation be handled on an expedited basis? _____ _____
 Yes No

Registered Agent:

_____ DLG Services, Inc.	(DLG Services will serve as registered agent only if the Corporation is on DLG Services' maintenance system [\$200/year].)
_____ Other	Will DLG prep Annual Minutes? [+\$100/year]
	Agent's Name: _____
	Agent's Address: _____ _____

Articles of Incorporation:

Purpose: What is the project/business to be undertaken by the Corporation? _____

Duration: The Corporation will continue in perpetuity until dissolved by the directors, unless you want to specify a limited duration. Do you want to limit the duration? Yes ___ No ___ (If yes, on what date should the Corporation end? _____.)

Projected date the Corporation will commence operations? _____

Incorporator: The attorney with whom you are working at Durrell Law Group generally serves as the incorporator of the Corporation to avoid a delay in filing the Articles with the State. Would you prefer that someone else serve as the incorporator? _____ (yes or no) If yes, provide the name and address:

A non-profit corporation can be structured to be with members or without members. If the corporation has members, the members elect the board. If the corporation has no members, the board is self-perpetuating with the directors electing new or replacement directors.

Shall the non-profit corporation be: _____ with members _____ without members

If with members, explain the qualifications to be a member: _____

Board of Directors:

Every non-profit corporation must have a board of directors with a minimum of three directors.

What will be the initial number of directors: _____

The initial directors will be listed in the Articles of Incorporation. Thereafter, directors generally are elected by a vote of the directors.

Director Name	Address	U.S. Citizen? (yes/no)

Officers:

Every non-profit corporation must elect individuals to fill the slate of offices listed below. One person can fill more than one office, except that the President and Secretary may not be the same person. A corporation may have more than one vice president and may have one or more assistant secretaries.

The initial officers will be listed in the organizational resolutions adopted by the board of director. Thereafter, officers serve at the pleasure of the directors and may be removed or elected by a vote of the directors. Officers generally are, but need not be, members of the board of directors.

Office	Officer Name	Address	U.S. Citizen? (yes/no)
President			
Vice President			
Secretary			
Treasurer			
Other: _____			

Employees:

Will the Corporation have employees? ____Yes ____No

If yes: The highest number of employees in the next 12 months? _____

First date that wages will be paid: _____

Organizational Meeting:

The initial board of directors must have an organizational meeting or sign a unanimous consent in lieu of organizational meeting to complete the organization of the corporation. At the organizational meeting, the board will adopt bylaws and elect the first slate of officers. We can prepare a consent in lieu of the meeting to be circulated among the directors for signature or the organizational meeting can be held at our office with the attorney assisting in the organization of the corporation. Please select one of the following:

_____ Prepare a consent in lieu of organizational meeting.

_____ We would like to schedule an organizational meeting.

Tax Exemption Application:

Simply organizing a non-profit corporation does not cause the corporation to be exempt from income taxes. To be exempt, the corporation must file an application for tax exemption (form 1023) with the Internal Revenue Service. If you would like Durrell Law Group to assist in preparing and filing the application for tax exemption, please discuss the matter with the attorney with whom you are working to organize the non-profit corporation.