



We The People®

DOCUMENT PREPARATION SERVICES

New York – Certificate of Incorporation Workbook

- Please read the instructions carefully and answer each question according to the instructions.
- If a question is optional and/or does not apply to your situation, you must write "NA" or draw a line above the answer blank.
- Please print legibly in black or blue ink. Only your written answers will be typed into the documents.
- Answers that go beyond the scope of the workbook will not be typed and may cause delays.
- Changes requested after your documents have been typed and prepared may result in additional charges.

1. **NAME OF CORPORATION** – *Print the name of the corporation. The name of the corporation **must** contain one of the words "corporation," "incorporated," or "limited," or an abbreviation.*

Note: We The People® can do a preliminary search of business name availability based on your workbook entry. The business entity search is done directly through the Division of Corporations. It can be used to determine if an entity with the same name is currently registered with the State. However, We The People® cannot guarantee name availability. Let your We The People® store representative know if you are interested in this service.

2. **PURPOSE OF THE CORPORATION** – *The Certificate of Incorporation will contain the following general purpose clause: "This corporation is formed to engage in any lawful act or activity for which a corporation may be organized under the Business Corporation Law, provided that it is not formed to engage in any act or activity requiring the consent or approval of any state official, department, board, agency or other body without such consent or approval first being obtained." If you want to add any additional provisions describing the purpose of the corporation you may do so below.*

- Check here if you are fine with the general purpose clause above and do not want to add any additional provisions describing the purpose of the corporation. If this box is checked, proceed to the next question.*

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3. **OFFICE COUNTY** – *In which county within the state of New York will the office of the corporation be located?*

County: _____

STORE: _____

CUSTOMER: _____

I have reviewed this page for clarity and legibility with the customer.

The above answers were provided by me and I did not receive any legal advice from WTP personnel in completing my forms.

4. **SHARES** – *Specify the total number of shares that this corporation is authorized to issue and a statement of the par value of each share or a statement that the shares are without par value. NOTE: If you choose to assign value of shares or to authorize the corporation to issue more than 200 shares, you may have to pay additional fees when filing the Certificate.*

Total number of shares: _____ No par value
 Par value of \$ _____

5. **MAILING INFORMATION** – *Indicate the full address to which the Secretary of State will mail a copy of any legal papers concerning the corporation.*

Mailing Address: _____

City/State/Zip: _____

6. **INCORPORATOR** – *Print the name and mailing address of each incorporator.*

Name

Mailing Address

_____	_____
_____	_____
_____	_____
_____	_____

7. **FILING OF CERTIFICATE** – *Print the name and mailing address of the individual who will file the Certificate of Incorporation.*

Name

Mailing Address

_____	_____
_____	_____

STORE: _____ CUSTOMER: _____

I have reviewed this page for clarity and legibility with the customer.

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STORE: _____ CUSTOMER: _____
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