

**TERRY M. MALLERY, A PROFESSIONAL LAW CORPORATION**  
**CHECKLIST OF INCORPORATION DOCUMENTS**

STATUS & DATE

ALLOCATION OF DUTIES

<u>NEED</u>	<u>DRAFT</u>	<u>COMP</u>	<u>DOCUMENT</u>	<u>CLIENT</u>	<u>ATTORNEY</u>	<u>C.P.A.</u>
			Fee Agreement			
			Conflict Letter			
			Articles of Incorporation			
			Bylaws			
			Minutes of Organization Meeting			
			Exhibit A: List of Assets & Liabilities			
			Assignment of Assets & Assumption of Liability- Exhibit C			
			Share Certificates			
			Stock Transfer Ledger			
			Buy-Out Agreement			
			License or Permit			
			Employment Contracts			
			§351 Statement by Person Receiving Stock (Transferor)			
			§351 Statement by Controlled Corporation (Transferee)			
			Notice of Transaction under §25102(f) or §25102(h), or permit			
			Form D			
			Statement of Information (Domestic Stock Corporation)			
			S-Corp election (2553)			
			Application for EIN (SS-4)			
			Application for State Employer Number			
			Secretary of State receipt for fees			
			Secretary of State, Name Use Memo			
			Fictitious Business Name Statement			
			Follow up Memorandum re Operations			
			Memorandum re Tradenames			
			Corporate record book			

Approved :

Dated: \_\_\_\_\_