

**INCORPORATE  
NEW YORK NON PROFIT BY FAX**

Instructions: Please complete and fax this sheet Toll Free: 1 (800) 520-7800 to begin the process of forming your New York Non Profit Corporation. Spiegel & Utrera, P.A. will contact you to review your details and to provide answers to all your business formation needs.

**CONTACT INFORMATION**

Full Name: \_\_\_\_\_  
Your daytime phone number: (\_\_\_\_) \_\_\_\_\_ Your fax number (\_\_\_\_) \_\_\_\_\_  
Email address: \_\_\_\_\_  
Your address: \_\_\_\_\_

**INITIAL COMPANY DETAILS**

Name of your Non Profit Corporation: \_\_\_\_\_  
NATURE OF BUSINESS (Briefly describe what the Non Profit Corporation will do): \_\_\_\_\_

**When we contact you please be sure to have the names, contact information and social security numbers of any additional parties that you would like to be included in the formation of your Non Profit Corporation.**

New York Non Profit Corporation \$324.95

Please **CIRCLE** Any Additional Services that you would like to be addressed when consulting with Spiegel & Utrera, P.A.:

- |   |   |
|---|---|
| General Counsel Club & Registered Agent Service   | New York Exemption Certificate from Sales and Use Tax                           |
| Detours and Contradictions  | New York Unemployment Tax Account Number  |
| Charlie's Entrepreneurial Journey   | Indemnification Agreement   |
| Service Agreement   | Lender's Agreement & Promissory Note  |
| Official Public Records   | Security Agreement  |
| Supplemental Approval of Certain New York Non Profit Corporations                         | Perfecting the Lien Created by the Security Agreement – Uniform Commercial Code |
| Special Certificate of Incorporation Clauses for Certain New York Non Profit Corporations | Home Office Lease   |
| Mail Forwarding Service   | Motor Vehicle Lease   |
| Non-Voting Members  | Office Equipment Lease  |
| Business Checking, Investment Account and Delayed Debit Gold MasterCard                   | Employee Benefits and Policies  |
| Federal Tax ID Number   | Employment Agreement  |
| D & B Number  | Independent Contractor Agreement  |
| Individual Taxpayer Identification Number (ITIN)  | 501(c)(3) Corporate Records Compliance  |
| New York New Hire Reporting   | 501(c)(3) Application for Exemption with Internal Revenue Service               |
| New York Sales Tax Number   | Application for Exemption from New York Franchise Taxes                         |
|   | Charities Registration Statement  |

**Remember to visit [www.Amerilawyer.com](http://www.Amerilawyer.com) for a complete list of services.**

**SPEED OF SERVICE**

Please **CIRCLE** the Speed of Service in which you would like to receive your order:

- NO RUSH - Please provide me with your regular 2-3 week service.  
IN A HURRY - Please provide me with your Fast Corp Service (3-4 Business Days!)  
NEXT DAY - Please provide me with a Next Day Corporation

**SHIPPING DETAILS**

Corporate Packages may be shipped to you via Regular (2-3 day) Service, via Overnight Delivery or may be picked up at anyone of our office locations.

**PAYMENT OPTIONS**

After we review your order, how will you be paying for this service? Please provide payment information. **Please note NO charges will be processed until you are contacted by Spiegel & Utrera, P.A.**

Credit Card: \_\_\_ VISA \_\_\_ MasterCard \_\_\_ American Express \_\_\_ Discover \_\_\_ PayPal \_\_\_ Western Union

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Card ID Number: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Billing Address on Credit Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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