

**ILLINOIS Easy Order Non Profit Corporation Fax Form**

Photocopy this form and Fax to: 1-888-799-1700 or (312) 443-8900. If you wish to confirm receipt call: Toll Free 1-888-514-9800

Date: \_\_\_\_\_ How did you first hear of Spiegel & Utrera, P.A. ? \_\_\_\_\_

Your name: \_\_\_\_\_

Your phone number: ( \_\_\_\_\_ ) \_\_\_\_\_ Your fax number ( \_\_\_\_\_ ) \_\_\_\_\_

Email address \_\_\_\_\_

Your address \_\_\_\_\_

Address for delivery of corporate documents: \_\_\_\_\_  
(if different from above)

**CORPORATE NAME:**

1st choice: \_\_\_\_\_

2nd choice: \_\_\_\_\_

3rd choice: \_\_\_\_\_

The name must end with Incorporated or Corporation, or may be abbreviated Inc. or Corp.

**NATURE OF BUSINESS:** \_\_\_\_\_  
(Briefly describe what the corporation will do)

**ADDRESS OF CORPORATION:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
(If different from above address)

County where principal office is located: \_\_\_\_\_

**MEMBERS:**

	<u>Names</u>	<u>Address</u>	<u>Telephone/Fax</u>	<u>Social Security Numebrs</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

**DIRECTORS: (Must have a minimum of Three)**

	<u>Names</u>	<u>Address</u>	<u>Telephone/Fax</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**OFFICERS:**

	<u>Names</u>	<u>U.S. Social Security Number</u>	<u>Address</u>	<u>Telephone/Fax</u>
1. President	_____	_____	_____	_____
2. Secretary	_____	_____	_____	_____
3. Treasurer	_____	_____	_____	_____

Any Vice-President (s) \_\_\_\_\_  
(You may have as many as you like)

## OPTIONAL SERVICES

### General Counsel & Registered Agent Service

Our firm has what we call the "General Counsel Service". For an annual fee of only \$139.95, you get unlimited telephone consultations all year long on all your legal matters, both business and personal, plus our firm will prepare the Notice and Minutes of your Corporation's Annual Meeting of Shareholders or Directors or your LLC's Annual Meeting of Members or Managers; our firm will comply with all statutes and applicable laws relating to your Corporation's or LLC's Registered Agent & Registered Office; our firm will review all mandatory State Corporation or LLC filing documents as required by the Secretary of State; our firm will act as your Corporations' or LLC's General Counsel; you will receive our firm's newsletter, "Entrepreneur's Alert®", which is published six times a year and provides valuable insight into running your business from a legal and business point of view. Select this valuable service at the time of ordering your Corporation or LLC and receive an additional one month Bonus – so that your first year of service will cover 13 months PLUS take a \$50. discount, so you pay only \$89.95 for the first 13 months of service.

### Detours and Contradictions

Want more out of your corporation? Then don't miss Lawrence Spiegel's, 223 page Detours and Contradictions. Use this book, and all your available resources, to begin the challenging yet fulfilling journey of entrepreneurship. As we'll see... having a marketable idea is only the first step in a lengthy process. Along the way you'll encounter numerous detours and contradictions, risks and rewards. The regular price of Detours and Contradictions is \$16.50 but if you order when forming your corporation, the price is just \$13.50, almost a 20% saving. PLUS there is no extra charge for shipping, handling and processing as your book will be shipped with your corporation. **Also, as an added bonus, your copy of Detours and Contradictions will be personally autographed by Lawrence J. Spiegel.**

### Service Agreement

*If your Corporation is a service business, you'll need a Service Agreement.*

The bedrock foundation of many service businesses is a customized written agreement entered into with its customers. Many franchises sold for tens of thousands of dollars are business formats revolving around a Service Agreement. The key with a Service Agreement is to make it work as a marketing tool offering the business services in the widest variety of formats to your customers. For example, a one-time use customer needs to be converted to a monthly, quarterly or annual type repeat customer. At Spiegel & Utrera we want to help you get, and keep, your customers while looking professional and at the same time maximizing each sale with a friendly service agreement. A Service Agreement is only \$367.95 if ordered at the time of forming your corporation. We will prepare a draft of your Service Agreement and deliver the draft by fax or email to you for your review. Once you have had an opportunity to review the Service Agreement we will meet over the telephone to discuss the various aspects of the draft Service Agreement. Thereafter, Spiegel & Utrera will make changes to the Service Agreement to finalize it. Once the Service agreement has been finalized and delivered to you, you should take it to your printer to be printed and padded so it will always look professional and non-negotiable.

### Compliance with Post Incorporation Requirements of the Illinois Business Corporation Act

Section 1.10 of the Business Corporation Act requires all Illinois corporations to register with the county in which the registered office of the corporation is located **within 15 days** after receipt of their original corporate records. The fee to prepare the documentation and include it with your initial corporate documents is \$50.

**Apostille** A Notarized copy of Certificate of Incorporation is \$150. This is usually used to provide proof of Incorporation when doing business with Foreign Countries.

## PROTECT YOUR SELF!

**Indemnification Agreement and Covenant Not to Sue** -- We strongly recommend that you include special provisions in your Certificate of incorporation and additional Corporate agreements which trigger this important protection requiring the Corporation to indemnify and hold harmless it's Directors and Officers from any actions they take on behalf of the Corporation. If a Director or Officer is ever sued for actions taken on behalf of the Corporation, these provisions require that the Corporation be held responsible, as agreed upon by the Directors and Officers and the Corporation. These important provisions and agreements cost only an additional \$75. if ordered at the time of incorporation.

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123 W. Madison Street, Suite 806, Chicago IL 60602

**TAX RELATED OPTIONS**

**Federal Tax ID Number** -- The equivalent of a social security number for a Corporation. You will need it to operate your business and open a bank account for the Corporation. We can obtain this number for you and the advantage of allowing us to get it for your Corporation, is that we will deliver it with your Corporation for only \$35 so you may open your bank account immediately. If you are a Foreign National without a United States Taxpayer Identification Number or a United States Social Security Number, the charge for the Federal Tax ID Number is \$125.

**Individual Taxpayer Identification Number (ITIN)**

An Individual Taxpayer Identification Number is a tax processing number only available for certain nonresident and resident aliens, their spouses and dependants who cannot get a Social Security Number. It is a 9-digit number, beginning with the number "9", formatted like a Social Security Number (NNN-NN-NNNN). Spiegel & Utrera, P.A. will prepare all the documentation necessary for you in order to obtain your Individual Taxpayer Identification Number. The charge for this service is \$125.

**Illinois Sales Tax Exemption Number** -- Your corporation can apply for exemption from Sales and Use Tax with the State of Illinois. To qualify for exemption from sales and use tax, a nonprofit organization must be organized and operated exclusively for religious, charitable, or educational purposes. We can initiate the documentation required for your exemption and deliver it with the corporation for only \$75.

**Illinois New Hire Reporting Form** -- All Illinois employers are required to report basic information about employees, who are newly hired, rehired, or who return to work after a separation of employment. You must submit a report for each newly hired employee **within 20 days** of their first day on the payroll. We can provide you with a package of 6 New Hire Registration Forms for \$35. The forms are customized with your Corporation's information, and you may re-use them for each person you employ.

**Illinois Unemployment Insurance** -- The state of Illinois requires that every employer file a report to determine liability under the Unemployment Insurance Act. This report must be filed within 30 days of the date the business commences operation. If you have any employees, including yourself, you will need to file this report. We can initiate the documentation the state requires and deliver it with the corporation for only \$35.

**Charitable Organization Registration Statement** (Applicable ONLY for Non Profit Corporations)

Any Illinois Nonprofit Corporation which solicits Illinois residents for a charitable cause must file a Charitable Organization Registration Statement with the State of Illinois. We can prepare your Registration documents in conjunction with your incorporation for \$125. Failure to file this document within 10 days with the state of Illinois will result in a \$200 penalty. (Organizations which do not intend to solicit contributions are exempt from these requirements.) Please note: **ALL RELIGIOUS ORGANIZATIONS requesting an exemption from filing Annual Reports must file this registration.**

**Religious Organization Exemption** -- In order to be exempt from filing Annual Reports in the State of Illinois, Religious Organizations must file an affidavit stating their not for profit business purpose and supplying the State with supporting information regarding their non profit business activities. We can prepare the necessary documents during the incorporation process for only \$50.

**TAX RELATED OPTIONS CONTINUED...****501(c) (3) Corporate Records Compliance**

If your non-profit corporation is organized and operated exclusively for charitable, religious, educational, or scientific purposes; after you apply to the Internal Revenue Service, it may qualify for exemption under Internal Revenue Code Section 501 (C) 3. This determination from the Internal Revenue Service will allow your non-profit corporation to apply for grants and accept tax deductible donations while permitting the donor to deduct their contributions to your corporation from their personal Federal Income Tax Returns. To obtain a favorable Federal Income Tax exemption determination from the Internal Revenue Service, your corporation must go through a lengthy and often cumbersome Internal Revenue Service approval process, during which time you will have to provide the Internal Revenue Service with copies of your Corporate Records and information regarding your Corporation's activities. *Your Articles of Incorporation, Corporate By-laws and other corporate documents must include the proper information to comply with Internal Revenue Service Regulations.* The fee to prepare a Florida Non Profit Corporation with the required Internal Revenue Service 501 (c) 3 provisions for compliance is an additional \$100.00.

**501 (c) (3) Application for Exemption with Internal Revenue Service**

Once your corporation is registered with the State of Illinois, the next step in obtaining 501 (c) (3) qualification is to file the IRS Application for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Code. Section 501(c)(3) status would provide your non profit corporation with the following benefits: public recognition of tax exempt status, which is

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particularly beneficial for obtaining grants; advance assurance to potential donors of the deductibility of contributions; exemption from certain Federal excise taxes; and even non profit mailing privileges. The application process to obtain this tax-exempt status can be a very complex and tedious one. Therefore, we strongly recommend you seek the assistance of a tax professional in order to avoid any likely problems or undue delays in obtaining this status. We, at Spiegel & Utrera, P.A., are prepared to assist you in this application process in order to ensure you that all of the necessary documents are completed and submitted in compliance with IRS requirements. The fee to apply for formal recognition with the Internal Revenue Service is \$1,500 plus the IRS filing fees.

### **REGULAR SERVICE**

The regular processing time for a Corporation is approximately two to six weeks depending on the State's work flow schedule. The Corporate Package is complete and includes Articles of Incorporation, By-Laws, Corporate Book, Corporate Seal, Preliminary Name Search, State Filing Fees, and Attorneys Fees. Any Additional documents or agreements you may order will also be delivered in your Corporate Records Book.

### **SHIPPING INFORMATION**

Corporate Packages, generally weigh approximately 4 pounds and are available for Pick up at any of our offices or may be shipped to you via Regular (2-3 day) Service for a charge of \$17.95 or via Overnight Delivery for a charge of \$30.95..

### **REDDI CORP**

If you need a Corporation immediately, we have Illinois Corporations, which are filed and ready for immediate delivery. Fees vary, please call our office for details.

### **NEXT DAY SERVICE**

If you need your Corporation formed urgently, for an additional \$200., we can expedite the registration of the Corporation and preparation of the Corporate Records and the Corporate Package will be ready on the **Next business day**.

### **3 DAY SERVICE**

If you need to incorporate fast, we offer a 3 Business Day incorporation Service for an additional \$125. We will expedite the registration of the Corporation and preparation of the Corporate Records and the Corporate Package will be ready on the **3rd business day**.

## **ASSUMED NAME – DBA “Doing Business As...**

### **Will you be doing business under the exact name of the Corporation?**

If the Corporation will be doing business under a name other than it's legal name, a Assumed name must be registered according to current Illinois Law. We can register an Assumed Name for you in conjunction with the incorporation process. We will ensure compliance with all applicable State Laws, including the proper filing of registration documents and advertisement of the same. The process takes approximately 3 weeks.

## **EMPLOYEES / INDEPENDENT CONTRACTORS**

**Employment Agreement** -- If you are using employees in your business, it is important to have a written Employment Agreement to document the conditions of Employment. An Employment Agreement can be very advantageous for a business and should be required for all employees, whether new or existing. It creates a clear understanding of the arrangement between the employee and the Corporation and provides protection for the business. The Employment Agreement is prepared in such a way that you can use it over and over again to avoid additional costs in the future. By having this Employment Agreement, the Corporation is given substantial clout in preventing an employee from joining a competitor, or competing against the Corporation and disclosing business secrets to anyone. The Agreement may be re-used by the Corporation as it hires additional employees, the cost of the Employment Agreement is just \$150.

### **EMPLOYEES / INDEPENDENT CONTRACTORS CONTINUED...**

**Independent Contractor Agreement** -- There are many reasons for using Independent Contractors, however, simply verbally stating that a worker is an Independent Contractor is not enough according to the IRS. Certain criteria must be met. The IRS considers 11 factors in three specified areas: Behavioral Control, Financial Control and Type of Relationship. So, before you engage the services of an Independent Contractor, it is essential that you document that relationship with a written Independent Contractor's Agreement, otherwise the IRS could hold your Company and you personally liable for the Independent Contractor's

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Income Tax, Social Security, Medicare Tax and Federal Unemployment Tax, which should have been withheld. As a signatory on the check used to pay the Independent Contractor, you could be held **personally liable** for these taxes. The Independent Contractor's Agreement also contains other important provisions:

- It spells out the duties, responsibilities and compensation of the Contractor.
- It states that the Contractor will not compete against the Company for a specific period of time after the project is completed.
- It prohibits the Contractor from disclosing any of the Company's business records, computer data, trade secrets, methods of operation, et cetera.
- It prevents the Contractor from soliciting customers or clients of the Company.
- It prevents the Contractor, after leaving the Company, from stealing the Company's employees.

For a detailed explanation of the Benefits of using Independent Contractors' Agreements, including a breakdown of the 11 factors the IRS analyzes and Industry examples provided by the IRS, please refer to document 239 of our Free Fax back Service. We can provide an Independent Contractor's Agreement that covers all the legal requirements and many business advantages for your Company for only \$150.

### TAX SAVING LEASE AGREEMENTS

**Home Office Lease** -- Agreement detailing the leasing of office space by a homeowner or tenant with a Corporation for use as the Corporation's principal place of business. The typical tax savings under this agreement can exceed \$1,200. – per year. The Home Office Lease is only \$150. when ordered with your Corporation, and as an added bonus to our clients, we draft the Lease in such a manner that it is automatically renewable.

**Motor Vehicle Lease** -- If you use your vehicle for business purposes, it is usually much more advantageous to keep the vehicle in your name and lease the vehicle to the Corporation. The typical tax savings under this type of arrangement ranges between \$1,500. and \$3,000. per tax year. We can prepare the lease for only \$150. when ordered with your Corporation.

**Office Equipment Lease** -- A lease which details the leasing of office equipment by a business. Once again, by leasing equipment to the Corporation, you create a legitimate business expense for the Corporation and a Tax Deduction. Typically, the tax savings under this type of arrangement can exceed \$1,000 per tax year. The cost for an Office Equipment Lease is only \$150., when ordered with your Corporation.

**Lease/Agreements Consultations** -- Avoid costly mistakes, **always**, *always*, always have any type of Contract/Lease or otherwise legally binding agreement reviewed by an Attorney BEFORE you sign it. We offer a complete lease review which includes a written analysis for only \$350. For your convenience, you can fax us the documents that need to be reviewed and the attorney can advise you over the phone. Some of the topics you may wish to discuss include:

Our staff has many years of experience representing Tenants. Having your lease reviewed BEFORE you sign on the dotted line can save you thousands of dollars.

In our review we address issues such as:

- Rentable vs. Usable Space
- Reasonable Rental Rates
- Free Rent
- Best Length of Lease
- Options to Extend the Lease & Purchase the Premises
- Leasing contiguous space for expansion
- Assignment and Subletting
- Caps on Rent increases and expenses demanded by Landlords
- Repair Responsibilities
- Exclusivity of Tenant's Business
- Early Termination Rights
- Personal Guarantees, should you or should you not
- Renewal Terms
- Zoning Issues
- Landlord build out costs
- Change of Control of Tenant
- Signage Protection

**Summary of Services:**

**Client selection of Services**

Regular Corporation:	US 274.95	US \$ _____
Federal Tax ID Number:	35.	_____
Foreign National Fed Tax ID	125.	_____
Individual Taxpayer ID Number	125.	_____
Indemnification Agreement and Covenant Not to Sue	75.	_____
Next Day Service	200.	_____
3 Day Service	125.	_____
General Counsel Fee 1 Year	89.95	_____
(Regularly \$139.95 per year but order now and receive two bonuses. First take a \$50. discount plus get one month service free. A total of 13 months for \$89.95)		

**Initiate Process for:**

Compliance with Post Incorporation Requirements of the Illinois Business Corporation Act:	50.	_____
Illinois Sales Tax Exemption E Number:	75.	_____
Illinois New Hire Report forms:	35.	_____
Illinois Charitable Organization Registration:	75.	_____
Illinois Unemployment Insurance:	35.	_____
Illinois Religious Organization Exemption:	50.	_____
IRS 501(c)(3) Application for Exemption with Internal Revenue Service	1,500.	_____
Employment Agreement :	150.	_____
Independent Contractor Agreement:	150.	_____
Home Office Lease:	150.	_____
Motor Vehicle Lease:	150.	_____
Office Equipment Lease:	150.	_____
Lease Review	350.	_____
Use of 123 W. Madison Street: (For incorporation purpose one time fee)	49.95.	_____
Mail forwarding Service: (6 months @ \$15 per month; postage to be billed separately)	90.	_____
Apostille:	150.	_____

**Sub Total:**

**Shipping:**

Bank Fee Incoming wire transfer of funds: 20. \_\_\_\_\_

**TOTAL CHARGES:** **US\$** \_\_\_\_\_

You may include payment in the form of a Cashier's Check or Money Order via Mail or via Fax:

Charge my Credit Card: Visa \_\_\_\_\_ Master Card \_\_\_\_\_ American Express \_\_\_\_\_ Discover \_\_\_\_\_ Diners

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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

Billing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

You may include payment in the form of a Cashier's Check or Money Order via Mail or via Fax:

(You must also ATTACH a photocopy of BOTH sides of your credit card)

**Cash** -Circle "Cash" to select this payment method.

You can wire funds to one of our accounts. A Spiegel & Utrera, P.A. associate will provide you with the necessary information when reviewing this order with you. Please add an additional sum of US\$20 to your order. This is the amount our bank deducts from your wire transfer as its service charge for accepting incoming wire funds.

***Thank you for using our services!***