

Incorporation & LLC Business Formation Flat Fee Panel

This panel was created to give the public options when they are looking to start a new business but generally cannot retain an experienced business lawyer due to the cost. This sub-panel is limited to small business formation (Startup business, 1 shareholder or Startup business, 1 person). The flat fee is \$1,000 and covers all costs but filings and searches.

The legal work covered for the \$1,000 flat fee is:

Startup business, 1 shareholder:

- Check Corporate Name Availability (up to 3 names)
- Prepare Articles of Incorporation
- Prepare Bylaws
- Prepare Organizational Minutes
- File Secretary of State Statement of Information Form
- File Notice of Issuance of Stock with Commissioner of Corporations/DBO
- Issue Stock Certificates

Startup business, 1 person:

- Check LLC Name Availability (up to 3 names)

- Prepare Articles of Organization
- Prepare Operating Agreement
- Prepare Organizational Minutes
- File Secretary of State Statement of Information Form

- File Notice of Issuance of Membership Interests with Department of Business Oversight

- Issue Membership Certificates

INCORPORATION ADDITIONAL COSTS

ADDITIONAL COSTS (approximate costs):	
• Secretary of State Filing Fee	\$115.00
• Corporate Name Searches	\$24.00-\$52.00
• Secretary of State Statement of Information Filing	\$25.00
• Commissioner of Corporations Filing Fee	\$25.00-\$50.00
• Corporate Minute Book, Stock, Seal and Over the Counter Filing	\$145.00
Does not include (Accountant Related Services). Subject to an additional fee by the attorney	Additional fees
• Obtaining Federal and State Tax I.D. Numbers	
• S Tax Election	
• Value/Nature of Capital Contributions in Exchange for Stock	
• Accounting/Taxation Advice	

INCORPORATION ADDITIONAL COSTS

ADDITIONAL COSTS (approximate costs):	
• Secretary of State Filing Fee	\$85.00
• LLC Name Searches	\$24.00-\$52.00
• Secretary of State Statement of Information Filing	\$25.00
• Department of Business Oversight Filing Fee	\$25.00-\$50.00
• LLC Minute Book, Membership Certificates, Seal and Over the Counter Filing	\$140.00
Does not include (Accountant Related Services). Subject to an additional fee by the attorney	Additional fees
• Obtaining Federal and State Tax I.D. Numbers	
• Accounting Elections	
• Value/Nature of Capital Contributions in Exchange for Membership Shares	
• Accounting/Taxation Advice	