



## **Incorporation & LLC Business Formation Flat Fee Program**

This program 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 program 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 except filing and search fees paid to government entities. (See chart below.). To get a referral, call us at 619-231-8585 or 800-464-1529 or submit an [online referral form](#).

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 Notice of Issuance of Membership Interests with the Department of Business Oversight
- Issue Membership Certificates

## **INCORPORATION ADDITIONAL COSTS**



<b>ADDITIONAL COSTS (approximate costs):</b>	
• Secretary of State Filing Fee	\$115.00
• Corporate Name Search Fees	\$24.00-\$52.00
• Secretary of State Statement of Information Filing Fees	\$25.00
• Commissioner of Corporations Filing Fee	\$25.00-\$50.00
• Corporate Minute Book, Stock, Seal and Over the Counter Filing Fee	\$145.00
• Obtaining Federal and State Tax I.D. Numbers	TBD
• S Tax Election	TBD
• Value/Nature of Capital Contributions in Exchange for Stock	TBD
• Accounting/Taxation Advice	TBD

**LLC BUSINESS FORMATION ADDITIONAL COSTS**

<b>ADDITIONAL COSTS (approximate costs):</b>	
• Secretary of State Filing Fee	\$85.00
• LLC Name Search Fees	\$24.00-\$52.00
• Secretary of State Statement of Information Filing Fee	\$25.00
• Department of Business Oversight Filing Fee	\$25.00-\$50.00
• LLC Minute Book, Membership Certificates, Seal and Over the Counter Filing Fees	\$140.00
• Obtaining Federal and State Tax I.D. Numbers	TBD
• Accounting Elections	TBD
• Value/Nature of Capital Contributions in Exchange for Membership Shares	TBD
• Accounting/Taxation Advice	TBD