

Worksheet for Preparation/Filing of NY Cert. of Dissolution of Corporation

Date: _____

1. Name of Corporation: _____

2. EIN # (required): _____

3. Name, Title and Address for ALL Officers/Directors: *(attached an additional sheet if necessary)*

Name _____ Title: _____

Address _____

Name _____ Title: _____

Address _____

Name _____ Title: _____

Address _____

4. Name and Title of Officer(s) Authorizing Dissolution:

Fee to Prepare and File:	\$ 175.00
Disbursement to Dept. of State (filing)	\$ 60.00
Administrative Handling	\$ 5.00
Total:	\$ 240.00

A Power of Attorney giving Servico permission to handle tax issues/consent is required. POA form can be downloaded with this worksheet and faxed or emailed to us. We will also need the original return(s) and any payment for any outstanding tax years, as well as the final tax payment (must be paid through the end of the month in which you are requesting dissolution).

Contact Name: _____ **Email:** _____

Firm / Business Name: _____

Phone #: _____ **Fax #:** _____

Billing/Mailing Address: _____

Address for delivery of Corporate Documents:

Let this letter serve as my authorization to charge Amex/MC/Visa *(Initial Here)* _____

Card #: _____ Expires: _____

IN THE AMOUNT OF: _____

Print Name of Card Holder: _____

Signature of Card Holder: _____

**Please note: This fee is an estimate only. It is possible to incur additional disbursements to complete this order. If so the additional fees will be charged to this credit card.*