

Worksheet for Preparation/Filing of NY Articles of Organization

Date: _____

1. **Name of Entity:** (In order of preference and including corporate indicator)

1. _____
2. _____
3. _____

2. **Managed By:** Member ____ Manager ____

3. **Service of Process Address:** (this may be a PO box or street address, but NOT both)

4. **Principal Business Address:** _____

_____ County _____

5. **Purpose of Entity:** _____

6. **Duration, if not perpetual:** _____

7. **Would you like us to obtain an EIN#? (\$55):** Yes _____

8. **Would you like to add a Registered Agent? (optional):** Use **CSB** (annual service fee applies) * _____

(or) Name and Address _____

9. **Publish this entity:** Send quote _____ or Payment included _____

Prepare and File:	\$ 75.00
Disbursement to Dept. of State (filing)	\$ 225.00 (Rush)
Corporate Outfit	\$ 85.00 (Optional)
Shipping (UPS Ground)	\$ 9.50
Administrative Handling	\$ 5.00
Sales Tax (Based on 8.875% - yours may differ)	\$ 8.39
Total:	\$ 407.89*

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.