

Steps for Incorporation

- 1) Name availability 217-782-6961
- 2) Have client sign all doc's including Power of Attorney for SS-4
- 3) File Online IRS SS-4, call or mail Fein# to client. This number allows the client to open a bank account under the entity's name and begin doing business under that name.
- 4) Complete Articles of Incorporation and Mail FPH check for \$175. Make 2 separate line items on timesheet. 1 showing time, 1 showing flat rate fee of \$175.00 for SES filing. If you chose to expedite this you may overnight, the only real time you save is in the mailing time. The State is pretty good about this you may receive the Articles w/in 10 days. The address for overnight is 501 S. Second St., Springfield, IL 62756.
- 5) Once Articles are received, send original to client and keep copy in file for our records. (often times client receives Articles and has no idea they have rec'd them).
- 6) File REG-1 online @ www.iltax.com, depending on Il system on that day, you may obtain IBT # immediately or be directed to check email within 2 days.
- 7) Fax form 2553 to IRS 859-669-5748. With the new privacy laws you will not know when the IRS completes the election. This will go directly to the client. Depending on the IRS backlog this process can take up to 8-10 weeks.
- 8) File UI-1, this report can be filed online using Illinois Tax Net.

In most cases the attached forms are for signature only as most of these forms may be filed online, with exception of BCA 2.10, Articles of Incorporation and form 2553 S-Corp Election. In the past we have filled these forms out manually but now with the inception of e-forms we can fill them out within the system and their presentation is much neater and professional.