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**NON-PROFIT/TAX-EXEMPT ENTITY QUESTIONNAIRE**

*Thank you for requesting our Non-Profit/Tax-Exempt Entity Questionnaire. In order to better serve your needs, please review and complete the following information and return to our office. We will then prepare an engagement letter and provide you with an estimate of fees with respect to this engagement. If you should have any questions, please do not hesitate to contact our office. Completion of this Questionnaire does not mean we are representing you. You will need to sign an engagement letter before representation can begin.*

*Thank you for selecting our firm to possibly represent you with respect to Non-Profit/Tax-Exempt Entity. We look forward to hopefully working with you.*

**Contact Information:**

1. Your Name: \_\_\_\_\_
2. Your Address: \_\_\_\_\_
3. Home phone: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_
4. Your email address: \_\_\_\_\_
5. Your Place of Employment: \_\_\_\_\_  
Address: \_\_\_\_\_

**Business Information:**

1. Company Name (if available with Secretary of State): \_\_\_\_\_
2. Alternate Company Name: \_\_\_\_\_
3. State of Formation: \_\_\_\_\_
4. List all States in which you intend to do business: \_\_\_\_\_
5. Starting Date of Company: \_\_\_\_\_
6. Principal Place of Business: \_\_\_\_\_
7. Primary Phone Number: \_\_\_\_\_
8. Primary Fax: \_\_\_\_\_
9. Primary Email: \_\_\_\_\_
10. Mailing Address (if different): \_\_\_\_\_
11. Is this a new business? \_\_\_\_ If not, how long have you been in business? \_\_\_\_\_
12. Will this Business be a Parent/Subsidiary of another business: \_\_\_\_\_
13. Will this Business be closely affiliated with another business: \_\_\_\_\_
14. Type of Organization (circle all that apply)  
Religious, Educational, Charitable, Scientific Literary, Testing for Public Safety, Amateur Sports Competition, Prevention of Cruelty to Children or Animals, Civic Leagues, Social Welfare Organizations, Local Associations, Labor /Agricultural/ Horticultural Organizations, Business Leagues, Chambers of Commerce, Real Estate Boards, Social/Recreational Clubs, Fraternal Societies, Armed Forces Organizations/ Posts, Farmer's Cooperatives, Other (specify): \_\_\_\_\_
15. Charitable Purpose: (attach additional sheet) \_\_\_\_\_
16. Has this business been previously approved for tax-exempt status? (If so, when?) \_\_\_\_\_
17. Will the business have Employees? How many? \_\_\_\_\_
18. Highest Number of Employees expected in the next 12 months: \_\_\_\_\_
19. First date wages were/will be paid: \_\_\_\_\_
20. Fiscal Year End: \_\_\_\_\_
21. Has this business ever applied for a Tax ID Number. (If so, please provide EIN.) \_\_\_\_\_
22. Bank Name/Address: \_\_\_\_\_
23. FOR LLCs, Who will manage the business:
  - a. Member(s) or Manager(s): \_\_\_\_\_
  - b. If Manager-managed, list successor Manager: \_\_\_\_\_
  - c. Tax Matters Member (who will be responsible for dealing with the IRS): \_\_\_\_\_
  - d. Successor Tax Matters Member: \_\_\_\_\_
24. FOR CORPORATIONS, Who will manage the business:
  - I. Officers (Name and contact information):
    - a. President: \_\_\_\_\_
    - b. Vice-President: \_\_\_\_\_
    - c. Secretary: \_\_\_\_\_
    - d. Treasurer: \_\_\_\_\_
    - e. Directors: \_\_\_\_\_
  - II. Directors (can be same as Officers):
    - a. \_\_\_\_\_
    - b. \_\_\_\_\_

- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

25. Asset to be transferred to/acquired by the Business:

- a. Cash: \_\_\_\_\_
- b. Real Property: \_\_\_\_\_
- c. Other: \_\_\_\_\_

26. Special Provisions: \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_