

INCORPORATION PAPERS

DATE: _____

1 APPLICATION FOR FEDERAL IDENTIFICATION NUMBER (FEIN)

2 ELECTION BY A SMALL BUSINESS CORPORATION ("S" ELECTION)

3 REGISTER WITH STATE OF OREGON CORPORATE DIVISION (ASSUMED BUSINESS NAME)

4 APPLICATION FOR BUSINESS IDENTIFICATION NUMBER (BIN) - OREGON DEPT OF REVENUE

5 ARTICLES OF INCORPORATION

6 MINUTES OF THE BOARD OF SHAREHOLDERS

7 CORPORATION STAMP

8 EMPLOYEE PAPERWORK NEEDED:

- A FORM W-4
- B FORM I-9
- C DATE OF HIRE
- D RATE OF PAY
- E STATUS CHANGE - termination, rate increase, etc...

9 WORKERS COMPENSATION INSURANCE

10 W-9 FOR SUBCONTRACTORS

ACCEPTED BY: _____