



# INCORPORATE WITH CONFIDENCE

## CT'S DISCIPLINED SERVICE APPROACH FOR BUSINESS FORMATION

When incorporating your business, it's important to start with a solid foundation. CT has successfully navigated customers through thousands of business filings each year. We have a sharp understanding of what each jurisdiction requires in order to successfully form your company, and our experienced service team members are here to ensure you get it right the first time.

### Project Planning

- Understand customer's goals:
  - Scope of project
  - Deadlines
  - Special filing requirements
  - Additional documents required at time of filing
- Research entity type for state requirements
- Provide accurate, customized estimates, including service fees and disbursements

### Registered Agent

- A Registered Agent must be designated where the company is formed and in any jurisdiction where the company qualifies to do business
- CT is an industry leader and can fulfill state requirements

### Post-Incorporation Requirements

- Assist with identifying and obtaining any additional local and regulatory licenses required
- Assist with obtaining corporate kits
- Assist with obtaining FEIN
- Assist with any post-filing requirements (i.e., county recording, publication, etc.)



### Expert Service

- Our service team members have an average tenure of 10+ years
- Customer specialists undergo extensive training and certification annually
- CT maintains extended hours to serve you



### Entity Names

- Check name(s) for availability
- Reserve name(s) if needed
- Review DBA or Assumed Name options
- Ensure name(s) are state compliant
  - No restricted/prohibited words
  - Proper corporate indicator

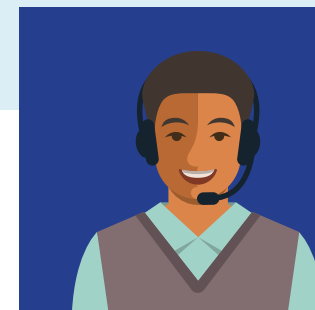


### Document Preparation and Review

- Prepare incorporation documents
- Obtain necessary signatures
- Review documents for accuracy
- Submit documents for filing
  - Secondary review of documents and filing fees for accuracy
  - Submitted to state with any special filing requirements
  - Evidence obtained and reviewed for accuracy
  - Additional certified copies or good standings obtained
  - Evidence sent to customer



Stevie® Award for Front Line Customer Service Team of the Year!



Let us be your legal compliance partner through all stages of your business. Contact us at **855.316.8948** or visit **ctcorporation.com**.