

## **Corporation Formation Checklist – Legal Only**

1. Confirm the availability of your chosen Corporation name.
2. Fill out and file the Corporation's Articles of Incorporation.
3. Acquire a federal tax identification number from the Internal Revenue Service (IRS).
4. Obtain the state tax identification number from the State of Michigan.
5. Prepare and sign Bylaws.
6. If you are forming a "Subchapter S" Corporation, it is necessary to file the required IRS form to make that election.
7. Obtain all necessary business or professional licenses and permits.
8. Investigate other legal requirements applicable to your business, including tax requirements, zoning, and OSHA regulations.

"Legal Only" means this is a list of legal requirements, and does not include other helpful start-up procedures. You can review our Business Start-up Checklist for that.