

**GEORGIA WORKSHEET
NON-PROFIT CORPORATION**

A. Name Certificate:

1. Name of corporation - 3 choices in order of preference: (1) _____
_____ (2) _____ (3) _____
2. Street address of corporate office: _____

3. Telephone number of corporate office: _____

B. Articles of Incorporation: Georgia Non-Profit Corporation Code

1. Perpetual duration: Yes
2. There will not be any corporate stock.
3. There will/will not be membership certificates (circle one).
4. Name of Registered Agent: _____
Street Address of Registered Agent: _____

County of residence of Registered Agent: _____

5. Name of Incorporator: _____
Street Address of Incorporator: _____

6. Name, address, and phone number of each initial director:
(Must have at least three)

Directors shall also be called: (Example: Trustees) _____

	<u>Name</u>	<u>Address</u>	<u>Phone No.</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

C. Organizational Minutes:

1. Order corporate package (minute book, membership certificates, and seal): Yes or No (circle one)
2. Date business is to be commenced: _____
3. Depository Banking Institution:
Name: _____
Address: _____

The following officer or officers can sign checks: (Please circle appropriate titles):
President, Vice President, Secretary, Treasurer

Circle One: Only one of either of the above signatures required.
Any two of the above signatures required.

The following officer or officers are authorized to borrow money:
(Please circle appropriate titles):

President, Vice President, Secretary, Treasurer.

Circle One: Only one of either of the above signatures required.
Any two of the above signatures required.

4. Fiscal year end: _____

5. Accountant or bookkeeper:

Name _____ Phone No. _____

Address _____

6. Officers:

1. **President:** _____

2. **Vice-President:** _____

3. **Secretary:** _____

4. **Treasurer:** _____

5. **Other:** _____

D. BY-LAWS (UNLESS YOU WILL PREPARE YOUR OWN, FILL OUT THE FOLLOWING):

1. **Qualifications for membership:** _____

2. **Number of members on the Board of Directors:** _____

3. **Qualifications of Members for the Board of Directors:** _____

4. **Method of electing or appointing directors** _____

5. **Quorum at meeting necessary: Yes or no (circle one).**

6. **Voting requirements to set policy of those present:** _____

E. ANNUAL REPORT TO SECRETARY OF STATE

1. **Person in charge:** _____

F. TAX-EXEMPT STATUS [501(c)(3) of IRC]

1. **This law firm does NOT do this.**

2. **Name and address of person who will file for 501(c)(3) status:**

3. **Please select preferred contact medium to receive a copy of the Articles, Minutes, and By-Laws:**

(a) **e-mail:** _____

(b) **fax:** _____

(c) **mail:** _____