FREDDY CONSULTANT
Business Formation | Accounting | Tax Advisory

Austin, Texas
+1 (281) 755-7441
info@freddyconsultant.com

Delaware Company Formation

Client Information & Document Checklist

Please complete every section that applies, attach the documents listed in Section 8, and return this form to info@freddyconsultant.com. Fields can be typed into directly. All information is kept confidential and used only to form your company and obtain its tax ID.

Date

Client Reference # (office use)

Prepared by (office use)

1. ENTITY TYPE

Select the type of company you want to form in Delaware:

☐ Limited Liability Company (LLC) ☐ C-Corporation (Inc. / Corp.) ☐ Not sure - please advise

If LLC, management structure:

☐ Member-managed ☐ Manager-managed

S-Corporation status is an IRS tax election, not a separate entity. Non-U.S. residents cannot be S-Corp shareholders.

2. PROPOSED COMPANY NAME

Provide three choices in order of preference. An LLC name must end in "LLC" or "L.L.C."; a corporation name must end in "Inc.", "Corporation", "Company", "Corp." or similar. We will check availability with the Delaware Division of Corporations.

1st Choice

2nd Choice

3rd Choice

3. BUSINESS DETAILS

Description of business activities / purpose

Industry / NAICS (if known)

Expected start date of operations

Company website (if any)

Company email

Company phone

Fiscal year end (e.g., Dec 31)

Expected number of employees

Where will the company do business?

☐ United States only ☐ Outside the U.S. only ☐ Both U.S. and international

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U.S. states where you will have offices, staff, inventory or customers

4. COMPANY ADDRESSES

Principal business address - Street

City | **State / Province** | **Postal code** | **Country**

Mailing address (if different)

Registered Agent in Delaware (required by law):

☐ Freddy Consultant to arrange a registered agent ☐ I already have a registered agent

Existing registered agent name & Delaware address (if applicable)

U.S. mailing / virtual office address:

☐ Please provide one ☐ Not needed

5A. OWNER / MEMBER / SHAREHOLDER #1

Owner type:

☐ Individual ☐ Company (entity owner)

Full legal name (as on passport) | **Date of birth** | **Ownership %**

Nationality / Citizenship | **Country of tax residence** | **Passport / ID number**

Residential address

City | **State / Province** | **Postal code** | **Country**

Email | **Phone (with country code)** | **U.S. SSN / ITIN (if any)**

Role(s):

☐ Member / Shareholder ☐ Manager ☐ Director

☐ Officer (title below) ☐ Authorized signer

Officer title (e.g., President, Secretary, Treasurer) | **Capital contribution (USD)**

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5B. OWNER / MEMBER / SHAREHOLDER #2

Owner type:

☐ Individual ☐ Company (entity owner)

Full legal name (as on passport) | **Date of birth** | **Ownership %**

Nationality / Citizenship | **Country of tax residence** | **Passport / ID number**

Residential address

City | **State / Province** | **Postal code** | **Country**

Email | **Phone (with country code)** | **U.S. SSN / ITIN (if any)**

Role(s):

☐ Member / Shareholder ☐ Manager ☐ Director

☐ Officer (title below) ☐ Authorized signer

Officer title (e.g., President, Secretary, Treasurer) | **Capital contribution (USD)**

If there are more than two owners, please copy this page or attach a separate sheet with the same details for each owner.

6. CORPORATION DETAILS (C-CORPORATIONS ONLY)

Number of authorized shares | **Par value per share (e.g., $0.0001)** | **Classes of stock**

Incorporator name | **Number of directors** | **Shares issued at formation**

Planning to raise outside investment?

☐ Yes - venture capital / angel ☐ Possibly later ☐ No

7. TAX ID (EIN) & BANKING

Responsible party for IRS EIN (name) | **Responsible party SSN / ITIN (if any)**

A responsible party without an SSN or ITIN can still obtain an EIN; we file IRS Form SS-4 on your behalf.

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Services you would like included:

- ☐ EIN application
- ☐ U.S. bank account assistance
- ☐ Operating Agreement / Bylaws
- ☐ Bookkeeping & accounting
- ☐ Annual tax filings (incl. Form 5472)
- ☐ Sales tax registration
- ☐ ITIN application
- ☐ Trademark search
- ☐ Other (describe below)

Other services / comments

How will the company receive payments?

- ☐ Stripe / PayPal
- ☐ Amazon / Shopify
- ☐ Bank transfer
- ☐ Other

8. REQUIRED DOCUMENTS CHECKLIST

Please attach clear, color scans (PDF or JPG). Documents not in English must include a certified English translation.

For each individual owner / director / officer:

- ☐ **Valid passport (color copy of photo page)**
  Must be valid for at least 6 months. Required for every owner with 25% or more and every manager, director or officer.
- ☐ **Second government-issued photo ID**
  National ID card or driver's license (front and back).
- ☐ **Proof of residential address (dated within last 3 months)**
  Utility bill, bank statement, or government letter showing full name and current address.
- ☐ **U.S. SSN or ITIN letter (if available)**
  Not required, but speeds up EIN and bank account processing.
- ☐ **Short professional background / CV (for banking)**
  Some U.S. banks ask for a brief description of the owner's experience and source of funds.

If an owner is a company (entity owner):

- ☐ **Certificate of incorporation / registration of the owner company**
  Plus articles or memorandum of association.
- ☐ **Register of shareholders and directors**
  Showing the individuals who ultimately own or control the owner company.
- ☐ **Board resolution authorizing the Delaware formation**
  Signed by the owner company's directors, naming the authorized signer.
- ☐ **Certificate of good standing (within last 6 months)**
  Issued by the registry where the owner company is formed.

For the company:

- ☐ **Signed engagement letter and service fee payment**
  Provided by Freddy Consultant after we review this form.
- ☐ **Business plan or website link (recommended)**
  Helps with bank account approval and payment-processor onboarding.
- ☐ **Signed Form SS-4 authorization**
  We prepare it; you review and sign so we can request the EIN from the IRS.

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9. ONGOING DELAWARE & FEDERAL OBLIGATIONS (FOR YOUR INFORMATION)

- Registered agent: must be maintained in Delaware at all times (renewed annually).
- Delaware LLC: flat annual tax of $300, due June 1 each year. No annual report is required.
- Delaware Corporation: annual franchise tax and annual report, due March 1 each year.
- Foreign-owned single-member LLC: IRS Form 5472 with a pro forma Form 1120 every year, even with no income. Penalty for not filing is $25,000.
- Federal and state income tax returns as applicable; sales tax in states where the company has nexus.
- Tax in your home country: profits may also be taxable where you live. We recommend reviewing the structure with us before formation.

State fees and deadlines are set by Delaware and the IRS and may change. We confirm current fees in your engagement letter.

10. CLIENT DECLARATION & SIGNATURE

I confirm that the information provided in this form is true, complete and accurate. I authorize Freddy Consultant to file formation documents with the State of Delaware, appoint a registered agent, and apply for an EIN with the IRS on behalf of the company named above. I understand that providing false information may result in rejection or delay of the filing.

Client full name | **Title / Capacity** | **Date**

Signature (type full name or sign after printing)

Return this completed form and documents to:

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