



Business Entity Questionnaire

We will discuss these items at your initial business planning meeting:

- ✧ Company ownership and management structure
- ✧ Governing documents
- ✧ Ownership transfer restrictions
- ✧ Current business litigation
- ✧ Insurance issues
- Major business actions for update period
- Advisor information
- Assets used in business operations
- Current personal litigation
- Employee issues

In order to be able to address these items properly, we need to know a little about your company. Therefore, please take a few minutes and complete all applicable information as completely as possible.

Administrative Information

Business name: _____

Doing business as: _____

Date formed or filed: _____ State filed: _____

Primary business activity: _____

Business address: _____

Business phone: _____ Business fax: _____

Primary contact, address, and phone numbers: _____

Alternate contact, address, and phone numbers: _____

Other business locations: _____

Accountant: _____ Phone: _____

Insurance agent: _____ Phone: _____

Other business advisor: _____ Phone: _____

Other business advisor: _____ Phone: _____

Other business advisor: _____ Phone: _____

Approximate net worth of the business: _____

Gross receipts for last calendar year: _____

Expected gross receipts for current calendar year: _____

Ownership Information

List of current owners and ownership interest:

Name	Ownership

Manager/Board Information

List of current managers/board members:

Name	Title

Business Administration

When was your last business meeting? _____

What is the date of your last written minutes of business meetings? _____

Who regularly updates your business records and files your periodic reports? _____

Current liabilities against business assets:

Legal form of existing business: _____

Corporation / LLC / Partnership / Sole Proprietorship (circle one)

Tax structure of existing business: _____

S Corporation / C Corporation / Partnership / Subchapter K / Disregarded Entity (circle one)

Business Operations

Number of employees, subcontractors, etc.: _____

Who are your key employees? _____

What major contracts do you have in place? _____

Business Documents

Please bring all of the following that you have to the meeting:

Bylaws

Shareholder Agreements

Minutes of Director's meetings for last five years

Minutes of Shareholder's meetings for last five years

Directors' Resolutions for the last five years

Shareholders' Resolutions for the last five years

Asset list and ownership documents

Tax returns for last two years

Most current profit and loss statement and balance sheet

Management structure (use back of this sheet if necessary)

List of current shareholders, number of shares owned, and class of shares

When you have completed this form please fax to 630.424.1101 or email the form to Anthony@PavoneLawGroup.com.