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**CLOSING A BUSINESS**

**BUSINESS INFORMATION QUESTIONAIRRE**

If you are closing any form of business other than a sole proprietorship, you will probably want to retain an attorney to determine the appropriate procedure for notifying various state authorities and the IRS of your intentions. In order to do the best possible job on your behalf, a corporate attorney will need your input and cooperation. At your first meeting with your attorney, you should be prepared to provide the following information:

Name of Business \_\_\_\_\_

Any other names under which the entity has done business \_\_\_\_\_

\_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

Business Telephone number \_\_\_\_\_

Business Fax \_\_\_\_\_

Business E-Mail Address \_\_\_\_\_

Person to be Contacted \_\_\_\_\_

Telephone Number of Contact Person \_\_\_\_\_

Business email of contact person \_\_\_\_\_

Employer Identification Number \_\_\_\_\_

Date of Incorporation (or the date that the state gave you permission to conduct business)

\_\_\_\_\_

When and where you filed your articles of incorporation, registered your partnership, limited liability articles of organization, etc.

\_\_\_\_\_

When and where you filed each certificate of trade name, fictitious name, assumed name

\_\_\_\_\_

When and where you obtained a sales tax permit

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When and where you obtained any licenses to conduct your business

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When and where you filed your last tax return

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Full names and addresses of all corporate officers, general partners, members, or any person who is likely to appear on documents that are filed with the state or taxing authorities.

Attach list

If you have already voted to dissolve:

- The date dissolution was approved \_\_\_\_\_
- The number of votes cast on the proposal to dissolve \_\_\_\_\_
- The total numbers of votes cast for and against \_\_\_\_\_

List any dissolution preparations that have already been made, e.g., tax forms filed, plans for liquidation

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If the law firm will be notifying creditors of your dissolution, list the names and addresses of your creditors

Attach list

If the law firm will be collecting your assets, list all outstanding assets

Attach list

The name of your commercial insurance carrier \_\_\_\_\_

Commercial insurance carrier agent's telephone number \_\_\_\_\_

The name and telephone number of the accountant who will be handling the liquidation or taxes issues