

## MEDICAL GROUP FORMATION

### PRE-INCORPORATION CHECKLIST

- Inquire about corporations with state corporation office
- Complete Pre-Incorporation Worksheet
- Check annual fees
- Prepare articles of incorporation
- Have attorney review or have notarized Articles of Incorporation prior to filing
- Review tax impact of incorporation with an accountant
- Check state tax, employment, licensing, unemployment, and workers compensation requirements
- Check insurance requirements
- Procure corporate seal
- Prepare stock certificates       Establish legends
- Prepare corporate accounting ledgers
- Prepare corporate record book