



Astron Financial Services Inc.

508 Green Road Suite 1 West Monroe, LA 71291

(318) 396-9600 Office (318) 396-9677 Fax

877-644-8099 Toll Free

astron@donfuller.ws (e-mail)

Dear Friend:

Thank you for choosing Astron Financial Services Inc. for your Business Services.

Congratulations you are now taking the first steps to become a New Business Owner.

As your needs change, we will be happy to help you evaluate those needs and offer you the services that will help you achieve your new goals. Again, thank you for choosing Astron Financial Services Inc.

Enclosed you will find some information to help guide you through this process. If you have any questions please do not hesitate to call.

Special assistances are available for hurricane related problems.

Sincerely,

Leanne
Office Manager

Welcome Business Owner!

Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

OMB No. 1545-0003

EIN

▶ See separate instructions for each line. ▶ Keep a copy for your records.

Type or print clearly.

1 Legal name of entity (or individual) for whom the EIN is being requested	
2 Trade name of business (if different from name on line 1)	3 Executor, administrator, trustee, "care of" name
4a Mailing address (room, apt., suite no. and street, or P.O. box)	5a Street address (if different) (Do not enter a P.O. box.)
4b City, state, and ZIP code	5b City, state, and ZIP code
6 County and state where principal business is located	
7a Name of principal officer, general partner, grantor, owner, or trustor	7b SSN, ITIN, or EIN

8a Type of entity (check only one box)

<input type="checkbox"/> Sole proprietor (SSN) _____	<input type="checkbox"/> Estate (SSN of decedent) _____
<input type="checkbox"/> Partnership	<input type="checkbox"/> Plan administrator (SSN) _____
<input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____	<input type="checkbox"/> Trust (SSN of grantor) _____
<input type="checkbox"/> Personal service corporation	<input type="checkbox"/> National Guard <input type="checkbox"/> State/local government
<input type="checkbox"/> Church or church-controlled organization	<input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military
<input type="checkbox"/> Other nonprofit organization (specify) ▶ _____	<input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises
<input type="checkbox"/> Other (specify) ▶ _____	Group Exemption Number (GEN) ▶ _____

8b If a corporation, name the state or foreign country (if applicable) where incorporated

State	Foreign country
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9 Reason for applying (check only one box)

<input type="checkbox"/> Started new business (specify type) ▶ _____	<input type="checkbox"/> Banking purpose (specify purpose) ▶ _____
<input type="checkbox"/> Hired employees (Check the box and see line 12.)	<input type="checkbox"/> Changed type of organization (specify new type) ▶ _____
<input type="checkbox"/> Compliance with IRS withholding regulations	<input type="checkbox"/> Purchased going business
<input type="checkbox"/> Other (specify) ▶ _____	<input type="checkbox"/> Created a trust (specify type) ▶ _____
	<input type="checkbox"/> Created a pension plan (specify type) ▶ _____

10 Date business started or acquired (month, day, year). See instructions. **11** Closing month of accounting year

12 First date wages or annuities were paid (month, day, year). **Note.** If applicant is a withholding agent, enter date income will first be paid to nonresident alien. (month, day, year) ▶

13 Highest number of employees expected in the next 12 months (enter -0- if none). Agricultural Household Other

Do you expect to have \$1,000 or less in employment tax liability for the calendar year? Yes No. (If you expect to pay \$4,000 or less in wages, you can mark yes.)

14 Check **one** box that best describes the principal activity of your business.

<input type="checkbox"/> Construction	<input type="checkbox"/> Rental & leasing	<input type="checkbox"/> Transportation & warehousing	<input type="checkbox"/> Health care & social assistance	<input type="checkbox"/> Wholesale-agent/broker
<input type="checkbox"/> Real estate	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Finance & insurance	<input type="checkbox"/> Accommodation & food service	<input type="checkbox"/> Wholesale-other
			<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Retail

15 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.

16a Has the applicant ever applied for an employer identification number for this or any other business? Yes No

Note. If "Yes," please complete lines 16b and 16c.

16b If you checked "Yes" on line 16a, give applicant's legal name and trade name shown on prior application if different from line 1 or 2 above.

Legal name ▶ _____ Trade name ▶ _____

16c Approximate date when, and city and state where, the application was filed. Enter previous employer identification number if known.

Approximate date when filed (mo., day, year)	City and state where filed	Previous EIN

Third Party Designee	Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.	
	Designee's name	Designee's telephone number (include area code) ()
	Address and ZIP code	Designee's fax number (include area code) ()

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Name and title (type or print clearly) ▶ _____ Applicant's telephone number (include area code)
()

Signature ▶ _____ Date ▶ _____ Applicant's fax number (include area code)
()

Do I Need an EIN?

File Form SS-4 if the applicant entity does not already have an EIN but is required to show an EIN on any return, statement, or other document.¹ See also the separate instructions for each line on Form SS-4.

IF the applicant...	AND...	THEN...
Started a new business	Does not currently have (nor expect to have) employees	Complete lines 1, 2, 4a-8a, 8b (if applicable), and 9-16c.
Hired (or will hire) employees, including household employees	Does not already have an EIN	Complete lines 1, 2, 4a-6, 7a-b (if applicable), 8a, 8b (if applicable), and 9-16c.
Opened a bank account	Needs an EIN for banking purposes only	Complete lines 1-5b, 7a-b (if applicable), 8a, 9, and 16a-c.
Changed type of organization	Either the legal character of the organization or its ownership changed (for example, you incorporate a sole proprietorship or form a partnership) ²	Complete lines 1-16c (as applicable).
Purchased a going business ³	Does not already have an EIN	Complete lines 1-16c (as applicable).
Created a trust	The trust is other than a grantor trust or an IRA trust ⁴	Complete lines 1-16c (as applicable).
Created a pension plan as a plan administrator ⁵	Needs an EIN for reporting purposes	Complete lines 1, 3, 4a-b, 8a, 9, and 16a-c.
Is a foreign person needing an EIN to comply with IRS withholding regulations	Needs an EIN to complete a Form W-8 (other than Form W-8ECI), avoid withholding on portfolio assets, or claim tax treaty benefits ⁶	Complete lines 1-5b, 7a-b (SSN or ITIN optional), 8a-9, and 16a-c.
Is administering an estate	Needs an EIN to report estate income on Form 1041	Complete lines 1, 2, 3, 4a-6, 8a, 9-11, 12-15 (if applicable), and 16a-c.
Is a withholding agent for taxes on non-wage income paid to an alien (i.e., individual, corporation, or partnership, etc.)	Is an agent, broker, fiduciary, manager, tenant, or spouse who is required to file Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons	Complete lines 1, 2, 3 (if applicable), 4a-5b, 7a-b (if applicable), 8a, 9, and 16a-c.
Is a state or local agency	Serves as a tax reporting agent for public assistance recipients under Rev. Proc. 80-4, 1980-1 C.B. 581 ⁷	Complete lines 1, 2, 4a-5b, 8a, 9, and 16a-c.
Is a single-member LLC	Needs an EIN to file Form 8832, Entity Classification Election, for filing employment tax returns, or for state reporting purposes ⁸	Complete lines 1-16c (as applicable).
Is an S corporation	Needs an EIN to file Form 2553, Election by a Small Business Corporation ⁹	Complete lines 1-16c (as applicable).

¹ For example, a sole proprietorship or self-employed farmer who establishes a qualified retirement plan, or is required to file excise, employment, alcohol, tobacco, or firearms returns, must have an EIN. A partnership, corporation, REMIC (real estate mortgage investment conduit), nonprofit organization (church, club, etc.), or farmers' cooperative must use an EIN for any tax-related purpose even if the entity does not have employees.

² However, do not apply for a new EIN if the existing entity only (a) changed its business name, (b) elected on Form 8832 to change the way it is taxed (or is covered by the default rules), or (c) terminated its partnership status because at least 50% of the total interests in partnership capital and profits were sold or exchanged within a 12-month period. The EIN of the terminated partnership should continue to be used. See Regulations section 301.6109-1(d)(2)(iii).

³ Do not use the EIN of the prior business unless you became the "owner" of a corporation by acquiring its stock.

⁴ However, grantor trusts that do not file using Optional Method 1 and IRA trusts that are required to file Form 990-T, Exempt Organization Business Income Tax Return, must have an EIN. For more information on grantor trusts, see the Instructions for Form 1041.

⁵ A plan administrator is the person or group of persons specified as the administrator by the instrument under which the plan is operated.

⁶ Entities applying to be a Qualified Intermediary (QI) need a QI-EIN even if they already have an EIN. See Rev. Proc. 2000-12.

⁷ See also *Household employer* on page 3. **Note.** State or local agencies may need an EIN for other reasons, for example, hired employees.

⁸ Most LLCs do not need to file Form 8832. See *Limited liability company (LLC)* on page 4 for details on completing Form SS-4 for an LLC.

⁹ An existing corporation that is electing or revoking S corporation status should use its previously-assigned EIN.





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NAME: _____

Astron Financial Services Inc. offers a New Business Start up program that helps benefit the Business Owner. Every state has different rules and regulations therefore each Business start up price may vary by state.

The following is the services provided in the *Basic New Business Package*

- **Astron Financial Services Inc. Fees**
- **Articles of Organization**
(These Articles are notarized and filed with the secretary of state for your business, so your chosen name can not be touched under the laws of your state)
- **Federal EIN #**
(For all New Businesses an EIN # must be pulled unless it is a sole proprietor. This number will be used in any legal documents dealing with your new business, you must keep it with you at all times, unless lost this # is *forever*)
- **State, City, Parish, and County Sales tax**
(These forms must be completed to give you authorization to sell anything anywhere in the US. Filing fees for these forms are not included in the basic new business start up package because prices vary depending on type of business)
- **Filing with the Department of Labor**
(All businesses must file with the department of labor, even if you do not plan on hiring any one persons)
- **City & Parish or County Occupational Licence**
(All businesses must have an occupational licence, for permission to actually do business)
- **1 year free consultation**
(Min. consultation fees are \$75.00 per hour for any client being with Astron Financial Services Inc. for more than 18 months. In your consultation meetings, advice, guidance, discussions, questions, etc. are all included during your consultation. Please be aware that appointments must be set up.

If you have any other questions or comments, please do not hesitate to call.

BUSINESS INFORMATION SHEET

APPLICANT: _____ PHONE _____ FAX # _____

CONTACT PERSON _____ TITLE _____

EMAIL _____ PARISH _____

ADDRESS _____ FEDERAL EIN _____
BUSINESS TYPE _____
START DATE _____

PRODUCT / SERVICES _____

OWNERS/ SHARE HOLDERS

NAME _____ PHONE NUMBER _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
SS # _____

NAME _____ PHONE NUMBER _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
SS # _____

NAME _____ PHONE NUMBER _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
SS # _____

NAME _____ PHONE NUMBER _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
SS # _____

GENERAL INFORMATION

D.B.A _____

2ND LOCATION _____

CONT PERSON _____ PHONE NUMBER _____

ACCOUNTANT _____ PHONE NUMBER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

ATTORNEY _____ PHONE NUMBER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BANK _____ PHONE NUMBER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

NOTES:



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New Business Start Up Package Options

(Only for Sole Proprietorship's, Limited Liability Co.'s, & Partnership's)

STATE: _____

Registration Fee \$ _____

Basic Package \$600.00 (+ Registration fee for your State)

- Clear Business Name with the State
- Pull Federal EIN#
- Complete:
 - Articles of Organization, Limited Liability Report, Agents Affidavit
- Complete Sales Tax for:
 - City, State, Parish, County
- File Occupational License for:
 - City, State, Parish, County
- File with the Department of Labor
- One Year Free Consultation

Option Services for New Business Start Ups

- Website- 1 year (\$150.00 per year)
- Website Management- 40% of gross income
- Business Plan - up to 3 *Income Streams*- \$2500.00
- Financing arranged – 3% upon funding
- Loan Package & Placement (\$150.00 + 3% upon Financing)
- Business Plans – (\$2500.00)
- Basic Tax Services – (Quarterly, Sales, Employee, Franchise, etc. – \$50.00 per type)
- By Laws - \$150.00 first 2 pages (\$25.00 per page thereafter)
- Operation Agreement - \$150.00 first 2 pages (\$25.00 per page thereafter)
- Website Hosting - Depends upon requested services
- Website Design & Set Up - Depends upon requested services
- For Sale E-mail addresses - Depends upon requested services
- Corporation Supply Kit - \$250.00 + Shipping & Handling

PLEASE MAKE A NOTE THAT ONE YEAR FOLLOWING THE COMPLETION OF YOUR NEW BUSINESS HAS BEEN COMPLETED, YOU MUST FILE A CORPORATE TAX RETURN SEPARATE FROM YOUR PERSONAL UNLESS YOU ARE A SOLE PROPRIETOR.

*Please be aware that you may pay for any service through your taxes
Thank You for Your Business!*



Astron Financial Services Inc.

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(337) 562-8099 Office (318)251-0396 Fax
1-866-562-8044 toll free
astron@donfuller.ws (e-mail)

To Whom It May Concern:

Starting a new business requires a lot of information. Please be ready to answer the following questions below to the best of your ability at your appointment.

1. Contact person.
2. Title.
3. Business Entity:
 - Proprietorship
 - Partnership
 - Limited Liability Company
 - Corporation (profit)
 - Non profit
 - Sub S
 - C
4. Purpose.
5. Business Name.
6. State(s) & Parish(s) of operation.
7. Physical address of business.
8. Mailing address.
9. Duration of business (life span).
10. Class of stock:
 - Only one
 - Preferred
 - Common
11. Aggregate # of shares.
12. Special operating procedures.
13. Restrictions.
14. Name and address of any stockholders.
15. Name, address, social security #, and birth date of all officers and members.
16. Name, Address, and Telephone number of registered agent(s).
17. Name, address, social security #, date of birth, drivers licence number, mothers maiden name, and telephone number of board members.
18. Has any member been convicted of a felony?
19. Principal Activity.
20. Closing month of accounting year.
21. Have you ever applied for an EIN number?
 - If yes, please list name, EIN number, and state of issue.
22. Accepted date of completion.
23. Any other comments, instructions, or additional information.

If you have any questions please do not hesitate to contact Astron Financial Services Inc., and we are looking forward to doing business with you.



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WHAT IS AN LLC?

What is a Limited Liability Company or LLC?

A Limited Liability Company is a corporate entity created under and governed by the laws of the state in which it was formed. Limited liability companies provide liability protection as well as the pass-through taxation benefits of partnerships or S corporations. Each jurisdiction has its own distinct set of laws governing LLC's.

Is the formation of an LLC different than a standard corporation?

Yes. An LLC file Articles of Organization with the state rather than Articles of Incorporation. Additionally LLC's generally utilize an operating or management agreement to set forth the details on how the organization is to be managed, rather than bylaws. Each state publishes the fee structure for LLC formation on the web site of the Secretary of State of each state.

What are the advantages of an LLC?

The most important advantages of an LLC are:

- **Flexible Management Structure and Income Distribution:** An LLC allows the most flexible management agreements, and the most freedom to distribute income in any manner that the members agree upon without the need of additional filings.
- **Limited Liability:** An LLC provides the same amount of liability coverage as that of a traditional corporation. In general, a member is only liable for the amount invested in the LLC. Articles of Organization form and the LLC fee structure form.
- **Pass through Taxation:** Like a partnership or an S corporation the LLC allows for pass-through taxation, which means that the income from the LLC is only taxed at the individual level as opposed to both the individual level and the corporate level as in traditional C corporations.

What are the disadvantages of an LLC?

There are few true disadvantages to the LLC entity, however the most common cited are:

- **More Paperwork than a partnership:** An LLC allows the most flexible management agreements, and the most freedom to distribute income in any manner that the members agree upon without the need of additional filings.
- **Dissolution Date:** In some states an LLC can only exist for a set number of years; however, this seems to be changing as more and more states allow for unlimited duration LLC's.
- **Fund Raising:** An LLC does not have the same abilities to raise capital through the equity markets that a C corporation would enjoy.
- **Relatively new entity type:** The LLC is the newest type of corporate formation and as such there is not as much legal precedent set regarding its activities.