



2015-2016 Business Registration Form

Firm Contact Information

Firm Name *

Employer Identification #

Your firm's PF Code (Found in Portal > Firm Bank, top-right corner)

Does your firm need an official VEI email address? (recommended) *

☐ Yes
☐ No

Upon submitting this form, you will receive an email address ending in **@veinternational.org**.

Please note that VEI uses [Google Apps for Education](#) when generating firm email addresses, thus access to Gmail is required. If you cannot access Gmail in your classroom or school, please contact your school's IT department.

School Name *

District / County *

Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

Please choose the region/network to which your school belongs *

Coordinator Contact Information

VEI Coordinator Name *

First Name

Last Name

VEI Coordinator E-mail *

VEI Coordinator Phone Number * -

Firm Information

Please choose one of the following *

☐ New Firm

☐ Existing Firm

Number of employees *

Please provide a description of your business, including the types of product(s) and/or service(s) being sold *

Describe your company's target market *

Application for Incorporation

This section is only required for new firms. However, existing firms are strongly urged to update their information.

All firms are responsible for the tax implications of the ownership structure they choose. Read about the different types of corporations here: <http://www.lawguru.com/articles/law/corporate-law/a-guide-to-three-different-types-of-corporations>. Conduct research to determine the best ownership structure for your business.

Additional Reading:

<http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Business-Structures>

<https://www.bcorporation.net/what-are-b-corps>

Legal Name of Company

Please select type of incorporation

☐ B Corporation

☐ C Corporation

☐ S Corporation

☐ Limited Liability Company (LLC)

Why did you choose this type of incorporation?

Duration of the Corporation ☐ One-Year

☐ Perpetual

☐ Other

Firm Budget Information

Initial Budget (Monthly)

Below, please provide details regarding your firm's estimated **monthly** expenses.

Payroll

\$

Rent

\$

Utilities

\$

Advertising/Promotion

\$

Other 1

\$

Other 2

\$

Other 3

\$

Describe the "Other" Expenses:

Total Monthly Expenses (\$)

One-Time Expenses:

New/Restarting Firms: Please provide cost estimates for the following one-time asset purchases.

Existing Firms: Please provide the book value of the assets below as of **5/1/15** (taken from the Asset Log).

If you are a new firm, and are unsure where to purchase your office equipment, please visit [Gotham Enterprises](http://gothamny.wix.com/home) (<http://gothamny.wix.com/home>) to get started.

Initial Inventory purchases for beginning sales

\$

Computers

\$

Office Furniture & Fixtures

\$

Equipment

\$

Office Supplies

\$

Other

\$

Describe the "Other" Expenses:

Total One-Time Expenses (\$)
(\$)

Request for Equity Financing

Request for Equity Financing (Seed Money) in exchange for common stock

Firms may opt out of this section if no additional funds are necessary. Additionally, firms may apply for a loan (debt financing) for supplemental funds as needed. The loan application can be found in the Portal / Accounting & Finance / Reference Files. Please note that the submission of a completed Business Plan is required as part of the loan application process.

How to Account for Seed Money:

When your request is approved, you will receive a deposit of funds in your bank account. This amount should be recorded in the cash journal as a cash receipt and reflected in the cash budget as an "other cash receipt". It should also be reflected in the balance sheet (added to Assets: Cash, and added to Stockholder's Equity: Common Stock).

For New/Restarting Firms:

This amount of money becomes the value of your Common Stock (for example, if you are given \$200,000 in seed money: you will have issued 20,000 shares of common stock at a \$10 par value for a total value of \$200,000).

For Existing Firms:

You will simply add this as additional shares of Common Stock (for example, your balance sheet from last year shows \$90,000 of common stock and you were given \$200,000 in seed money: the value of your common stock is now \$290,000 and you will have issued an additional 20,000 shares at a \$10 par value for a total of 29,000 shares of common stock outstanding at a total value of \$290,000).

Please provide the information below in order for us to process your request.

How much seed money are you requesting?

\$

Total three month operating
expenses + one-time
expenses (\$)

Calculated by multiplying monthly expenses by three, then adding one-time expenses.

Explain the rationale behind
the amount of funding
requested:

Why have you opted for equity financing (seed money) over debt financing (loan)?



Submit