

HOW TO PREPARE FOR YOUR TRUST FUND/SURETY BOND APPLICATION

1. Decide on a Form of Doing Business

(Legal Business Structure)

Here are the most common

Sole Proprietorship

(the most simple & least costly)

Limited Liability Company (LLC)

(Gives you corporate protection)

C Corporation

(About the same cost as the LLC)

2. Do a Name Search – Make Sure the Name Is Available & Register It

Sole Proprietorship – normally search with your County Clerk

Limited Liability Company (LLC) / C Corporation – normally search with your Secretary of State

3. Collect Copies of Personal Papers as Follows:

Sole Proprietorship –

- Copy of driver's license / Photo ID,
- Copy of previous year's personal tax return,
- Copy of Soc. Sec number,
- Personal banker contact info

Limited Liability Company (LLC) / C Corporation –

- Copy of driver's license / Photo ID,
- Personal Banker contact info,
- Copies of Articles of Organization/Incorporation (usually 1-2 pages)

Once 1. and 2. above are completed, you are ready to apply for your DOT & MC #s

Note: if you choose to form a partnership, follow the instructions for the LLC and C Corporation.

After your order with Atex FBTrng is fully processed, we can help to some extent on all phases of pulling this information together – not to worry! This form goes directly to Pacific Financial – 800-595-2616 - Arizona

FAX THIS FORM TO 623-209-2626 – Pacific Financial Assoc

Your Name _____

Your Business Name _____ DOT# _____

Your Phone No. _____ Your Email _____