



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 VE email
address?
(recommended) *

- Yes
 No

Firm Contact Email

*

ex: contact@myfirm.com

This will be the primary contact email address for the company and should be updated in the Firm Profile on the Portal.

Upon submission and approval of this form, you will receive an email address ending in **@veinternational.org**. This will be the primary contact email address for the company and will be updated in the Firm Profile on the Portal.

Please note that VE 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 *

Please choose one of the following *
 High School
 College

Address *

Street Address

Street Address Line 2

City State

Zip Code

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

Coordinator Contact Information

VE Coordinator Name *

First Name Last Name

VE Coordinator Email *

VE Coordinator Phone Number *
 -
Area Code Phone Number

Firm Information

Please choose one of the following *

- New Firm
 Existing Firm

Number of employees *

ex: 23

Please provide an overview of your business concept or idea. What products or services will your company offer? Why is there a need for this? What problem are you solving? *

Describe your company's target market. Be specific! Who, exactly, will be your customer? Include Demographic, Geographic, and/or Psychographic attributes. *

Describe the basics of your company's marketing plan: Product, Price, Placement, Promotion *

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

Use the Startup Budget Worksheet as a guide, found on the Portal / Accounting & Finance / Reference Files.

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 (\$)**0 **One-Time Expenses:***New 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 **5/1/16** (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 (\$)**0

Request for Equity Financing for New Firms

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

All new firms will receive \$20,000 in seed money to begin their business operations. Seed money is provided as equity financing in exchange for shares of stock in the company.

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). Each share of VE company stock has a par value of \$10.

For New Firms:

This amount of money becomes the value of your Common Stock (for example, if you are given \$20,000 in seed money: you will have issued 2,000 shares of common stock at a \$10 par value for a total value of \$20,000).

Additional Sources of Operating Capital

Most likely, your firm may need additional sources of funding to support your business expenses. Additional sources of operating capital can be acquired through the following methods:

1. Angel Investors
2. Small Business Loans
3. Out-of-Network Sales and Contracts

Information on these additional sources of operating capital can be found on the Portal / Accounting & Finance / Reference Files.

Submit