LAZARUS CORPORATE FILING SERVICE, INC.

IMPORTANT — PLEASE READ BEFORE COMPLETING YOUR FORMS

1. All documents must be legible. Typed documents are preferred; legible handwritten paperwork is accepted. Illegible paperwork may be rejected by the Florida Division of Corporations and cause delays.

2. All names on the documents must be the individuals' complete legal names as shown on their government-issued identification.

3. Lazarus Corporate Filing Service is a filing service only. We do not provide legal or tax advice or recommendations about your filing. Please consult your attorney or accountant for those questions.

4. Clients are responsible for the accuracy of the information they provide. Please confirm business-specific requirements with your accountant, attorney, or bank. An amendment to correct information in a state filing costs **$110**.

5. Corrections to EIN information previously submitted to the IRS start at **$50**. Additional charges may apply depending on the situation and complexity.

6. Completed documents must be picked up at our office or scheduled for UPS shipment within 30 days. After 30 days, documents may no longer be available for pickup and may need to be reordered at the client's expense.

7. Our office does not retain copies of completed documents beyond 30 days. If copies are needed afterward, we may be able to order them from the Florida Division of Corporations.

8. S-Corporation elections: Lazarus prepares and provides IRS Form 2553 to the client. **The client is solely responsible for signing and mailing the paperwork to the IRS on time.** We recommend mailing it within the first 60 days after company formation. Applicable IRS deadlines and eligibility rules may differ; consult your tax professional.

9. Payments: Zelle payments may be sent to our company email, **lazaruscorporate@gmail.com**. Please confirm your total with our office before sending payment. For credit card payment, call our office; do not email card numbers or security codes.

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