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U.S. ENTITY SETUP / EUROPE – UNITED STATES

U.S. Company Formation – Initial Intake

Nonbinding questionnaire to prepare for an initial scoping discussion. This is not an order form or engagement agreement. Please provide only information relevant to your business.

01 Contact and business

Primary contact	Full name
Existing company (if any)	Company name / website
Email	Business email address
Phone / time zone	Optional
Country of residence / tax residence	Country (and state/region, if relevant)
Planned activities	Goods, services, e-commerce, SaaS, etc.

02 What are you planning?

- ☐ Form a new U.S. LLC
- ☐ Form a new U.S. corporation
- ☐ Review or acquire an existing U.S. entity
- ☐ Expand an existing European or non-U.S. company into the United States
- ☐ Still deciding: assess the structure and tax implications first

Preferred company name – choice 1 / 2	Two proposed names
Preferred state	Delaware / Wyoming / other / undecided
Target start date	Month / year / important deadline

Please do not send copies of passports or IDs, tax identification numbers, or payment details by unencrypted email. If needed later, we will arrange a suitable secure method of transmission.

03 Ownership and cross-border considerations

Preliminary answers are sufficient. We intentionally do not request dates of birth or identity documents at this stage.

Number of owners	1 / 2 / more

Owner type	Individuals / entities / a combination
Owners' residency countries	Countries where owners reside or are established
Any U.S. tax persons involved?	U.S. citizens or other U.S. tax persons? Yes / No / Unsure
U.S. presence	Employees, office, inventory, warehouse, sales activity?
German / European presence	Management, employees, or other activities outside the U.S.?

04 Services you would like to discuss

- ☐ LLC versus corporation and state selection assessment
- ☐ Coordination of formation documents with qualified providers and attorneys
- ☐ IRS EIN application preparation
- ☐ Help preparing banking / payment-provider documents (no account-opening guarantee)
- ☐ Review U.S. tax and information filings, including possible Form 5472 requirements
- ☐ Bookkeeping, invoicing, annual compliance calendar, and ongoing reporting
- ☐ Coordinate with a local tax adviser or U.S. attorney where needed
- ☐ Review an existing structure or company

05 Documents and steps already completed

- ☐ No steps taken yet
- ☐ Company already registered
- ☐ EIN already obtained
- ☐ Registered agent or mailing address in place
- ☐ Operating agreement, bylaws, or other governance documents available
- ☐ Bank account or payment provider already in use
- ☐ Prior U.S. tax filings or state reports available

06 Business model and priorities

Customer markets	U.S. / Germany / EU / worldwide
Contracting and delivery model	B2B / B2C / marketplace / subsidiary, etc.
Expected revenue	Rough first-year estimate (optional)
Significant related-party transactions	Capital contributions, shareholder loans, royalties, etc.
Timeline	Preferred consultation time / urgency

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07 Your questions

What are the three most important questions you would like us to address?

_____

_____

Are there any particular risks, deadlines, or business requirements we should know about?

_____

_____

08 Next steps

- Save the questionnaire and send it to new-clients@drapal.ski.
- We will review the scope and propose an appropriate introductory call and, where relevant, a separate fee proposal.
- No client engagement or billable services begin until a separate agreement is signed.

Disclaimer: Drapalski Consulting LLC provides support within its professional scope for U.S. tax, accounting, finance, and cross-border coordination matters. Legal advice and formal formation documents are handled by appropriately licensed professionals where required. German legal or tax matters require assessment by appropriately authorized advisers. Opening a bank account is not guaranteed.