

# CLIENT RESOURCES

Topic	Timeline / Cost	Basic Tasks	Special Issues
Legal Entity Formation	3-6 Weeks \$2,500-\$10,000 (if multiple parties)	Need U.S. Address Need U.S. Manager as POA for decisions	Tax status based on foreign status & U.S. Plans Consult both legal & tax advisor Operating Agreement for Company is Complex if > 1 member
Where to office	Shared space (WeWork or Regus)	Need physical address for legal & other purposes	If purchasing or leasing real office, need an agent
Bank	Chase and Bank of America are international friendly	KYC & Tax ID Required	Develop strong U.S. Bank relationships
Bookkeeping	Quickbooks + Outsourced oversight by accountants	Setup books properly & tie to banking	Get cost quote from accountant
Accounting & Tax Compliance	Cost varies	Quarterly, Annual closing of books & report + tax reporting	Federal, State, Local, Payroll, Inventory, Taxes + Transfer Pricing Requirements
Immigration	Business Visa Required		Cost & Timing depends on type of visa
Administrative Services	Varies \$15-\$40/hr	Usually Virtual	Hire though staffing agency
Professional & Other Licenses	Cost & Resource depends on specific activities		Join local trade associations & national associations
Import/Export	Need a Customs Agent & Broker		<u>Very Local</u> Connect with Agents in specific ports
Permanent Residency & Housing	Immigration Lawyer + Real Estate Agent	Plan on at least 2 years for processing	
Estate Planning & Life Insurance	Estate Tax Lawyer + Insurance Specialist	U.S. taxes global assets for all residents Start 2 years before getting residency (Green Card) to plan exclusion of assets	