

PLEASE COMPLETE AND RETURN

CORPORATE INFORMATION CHECKLIST

RE:

Name of Corporation

Year End Date

Please provide the following information:

President _____

Vice President _____

Secretary _____

Treasurer _____

Board of Directors _____

Shareholders _____

Loans to Officers/Shareholders

<u>Name</u>	<u>Amount</u>	<u>Terms/Payable</u> (monthly, quarterly, etc.) / <u>Interest</u>
_____	_____	_____
_____	_____	_____

Loans to Corporation

<u>Name</u>	<u>Amount</u>	<u>Terms/Payable</u> (monthly, quarterly, etc.) / <u>Interest</u>
_____	_____	_____
_____	_____	_____

Salaries:

<u>Name</u>	<u>Amount</u>
_____	_____
_____	_____

Contribution to:

	<u>Amount</u>
(a) Pension Plan	_____
(b) Profit Sharing Plan	_____
Lease to Shareholder-Landlord	
<u>Name</u>	<u>Amount/Month</u>
_____	_____

Special Information (attach additional sheets if necessary)

The fee for preparing the annual minutes is \$250.

If you would like us to contact you to schedule an appointment, complete your telephone number: _____.