

Required Information For Corporate Minutes

Date of Organizational Meeting: _____

Present at Organizational Meeting: _____

Designation of Annual Meeting of Shareholders/Directors: _____
(i.e. Second Tuesday of December)

Bank Name: _____ Account Number: _____

Location of Bank: _____

Officers authorized to withdraw funds on behalf of corporation:

President Vice President Secretary Treasurer

Assets: Value of property to be contributed, transferred to, or purchased by the corporation.

Date Acquired	Description of Asset(s)	Date Acquired by Corporation	Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Lease for real estate used by corporation: (attach copy of lease to record book)

Lesser: _____ Lessee: _____

Date of Lease: _____ Beginning: _____ Ending: _____

Amount of monthly or annual payment: _____

Lease for other property (i.e. equipment, motor vehicles, etc.) used by corporation: (attach copy of lease to record book)

Lesser: _____ Lessee: _____

Date of Lease: _____ Beginning: _____ Ending: _____

Amount of monthly or annual payment: _____

Officers Compensation: _____ Effective Date: _____

Will a bonus be issued to directors/shareholders? Yes / No If so, when? _____

Benefit Policy for Corporation:

Health/Life Insurance: _____

Qualified Plan (IRA SEP, SARSEP, Profit Sharing, etc.): _____

Other: _____