

CLIENT: _____

FILE: _____ DATE: _____

ANNUAL CORPORATION CHECKLIST

In the past year, have any of the following events occurred and if so, please give particulars, making specific reference to dates of occurrences. Also please note any related questions which you might have.

1. (a) Has the corporation purchased or leased any substantial assets? If so, please state the item purchased and cost of same.

(b) Has the corporation purchased any real estate or does it contemplate purchasing any real estate in the near future? If so, please state the address of the property purchased or to be purchased and the sale price for same.

2. (a) Has the corporation borrowed any money from any financial institution or from any personal lender, especially officers or stockholders? If so, please itemize name of lenders, purpose of loan, amounts, terms, etc.

(b) Has the corporation lent any funds to shareholders? If so, please itemize

amounts, terms, name of shareholder, etc.

3. Has the corporation paid any bonus to employees, officers, shareholder or directors? If so, list them giving name and amount of bonus paid.

4. Has the corporation declared a dividend in cash, stock or otherwise? If so, provide amount and other details.

5. If director's fees have been paid, please specify amount.

6. Has any employee, officer or director or shareholder of the corporation attended any meeting, convention, seminar or training course pertaining to the corporation's business activities? If so, please state the names of such persons and the names of the seminar/meeting attended.

7. (a) Has any director, officer or shareholder died, resigned, sold or given away his stock in the corporation? If yes, explain.
- (b) Have any new officers, directors or executives been employed? Give name and positions.
8. Has the corporation received any notice of legal proceedings against it in any way? If so, please give a brief summary as to nature of lawsuit and to whom it was referred for defense.
9. Has the corporation changed accountants? If so, give name and address of new accountants.
10. Has the corporation changed its insurance coverage or insurance carrier? If carrier, give name of new carrier not name of agent.

11. Has the corporation reimbursed any officer or director for medical insurance premiums? If so, give name and amount of reimbursement.

12. Has the corporation reviewed its insurance coverage?

13. If the corporation has existing pension, profit sharing or salaried savings plans, have the percentages or contributions by the corporation or employees been changed during the year? If so, please state type of plan and changes.

14. Has any tax return of the corporation or of any shareholder been examined by the IRS or any other taxing authority?

15. Has any substantial casualty loss (fire, wind, flood, etc.) been incurred? Please give details.

20. If any of the corporation's subsidiaries, divisions, product lines or operations are marginally profitable or unprofitable, indicate whether the corporation intends to liquidate or divest itself of the entities.
21. Does your latest profit and loss statement show accumulation of earnings or retained earnings in excess of \$250,000.00?
22. If the corporation has seriously considered any offer of merger or proposal or acquisition in the present fiscal year, please include a brief description of such considerations and their outcome.
23. Has the corporation entered into any negotiations or given any serious consideration to selling any of its large assets or any portion of its operations? Please give a brief explanation.
24. Have the Wills or estate plans of the corporate officers been reviewed recently?
Yes_____ No_____

Would you like to have us review them? Yes _____ No _____

25. (a) Is there a stock redemption or other buy-sell agreement in effect among the shareholders?

Do you want one prepared or do you want your present agreement revised or reviewed? Yes _____ No _____

- (b) If so, has the Board of Directors revalued that stock this past year for purposes of applying the buy-out provisions of that agreement?

26. Are you aware of any pending or potential labor problems?

27. Are you a Subchapter S corporation?

- (a) If so, did you elect Subchapter S status after you had already operated as a regular corporation?

- (b) If the answer to the previous question is yes, does the net income of the corporation from rents, dividends, royalties and other passive investment income equal or exceed 25% of the total corporation net income?

28. Have you performed an audit of your personnel practices for compliance with applicable federal, state and local laws and regulations? Including, if applicable: compliance with the access and employment provisions of the Americans With Disabilities Act; implementation of a sexual harassment policy; maintenance of necessary employee immigration law verification forms; handbook or policy review to ensure continued "at-will" status of employees?
29. Have you performed any audits to ensure compliance with federal, state and local laws and regulations relating to environmental matters, including requirements with regard to record keeping, disposal, worker right to know information, etc.? Have you been notified of any EPA, DER or other state regulatory agency investigations on your property, or on property contiguous to yours? Have you obtained all necessary permits for underground storage tanks on your property or controlled by you?

Do you wish to have the actual annual meetings? _____

If you do not digitally sign this document
you may email it and postal mail a signed
copy.

Signature Title