

CORPORATE RECORD TICKLER

▶ Incorporate or form an LLC at www.blumberg.com. ▶ To automate annual minutes; corporate questionnaire; automatic merger of the answers into the minute forms; and to uncover additional legal needs; go to www.blumbergminutes.com.

corporate name	annual meeting date	fiscal year ends
attention	address	zip telephone
attorney in charge	related corporations	
accountants	accountant in charge	
address	zip	telephone
registered agent	address	zip telephone
principal shareholders		

20	20	20
Chairperson		
Director		
Director		
Director		
President		
Vice Pres.		
Secretary		
Treasurer		

PROCEEDINGS: (check if minutes completed)

Type Key: Annual Meeting Shareholder—AMS,	Annual Meeting Directors—AMD,	Special Meeting Shareholders—SMS,	Special Meeting Directors—SMD,
Action Taken Without Meeting, Shareholders—ATS,	Action Taken Without Meeting, Directors—ATD,	Committee Meeting—CM.	
Date	Type	Date	Type
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
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	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

LOCATOR: Corporate records sent to:	Date	Date returned
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Extra seal in client's office.

INSTRUCTIONS: Maintain a separate binder with these control forms for each corporation represented by the firm. Organize it alphabetically or by date of the annual meeting or fiscal year end. The date method provides a convenient tickler for an annual review. Additional sheets and control binder available from the publisher. Prior to tax audit you can now easily determine if minutes are up to date.

