

CORPORATE/LLC RECORD TICKLER

corporate/LLC name _____ annual meeting date _____ fiscal year ends _____

attention _____ address _____ zip _____

telephone _____ email _____

attorney in charge _____ related corporations/LLC's _____

accountants _____ accountant in charge _____

address _____ zip _____ telephone _____ email _____

registered agent _____ address _____ zip _____

telephone _____ email _____

principal shareholders/members _____

20 _____ 20 _____ 20 _____

Chair/Mgr.
 Director/Member
 Director/Member
 Director/Member

President
 Vice Pres.
 Secretary
 Treasurer

PROCEEDINGS: (check if minutes completed)

Type Key: Annual Meeting Shareholders/Members—AMS, Annual Meeting Directors/Managers—AMD, Special Meeting Shareholders/Members—SMS, Special Meeting Directors/Managers—SMD,
 Action Taken Without Meeting, Shareholders—ATS, Action Taken Without Meeting, Directors—ATD, Committee Meeting—CM.

Date	Type	Date	Type	Date	Type
	<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"/>

LOCATOR: Corporate/LLC records sent to: _____ Date _____ Date returned _____

Extra seal in client's office.

INSTRUCTIONS: Maintain a separate binder with these control forms for each corporation and LLC 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 easily determine if minutes are up to date.

