

Our corporate minutes update service allows you to complete minutes for the current year and previous years. The cost is ~~\$150/year~~ \$75/year. If you are unable to complete any of the fields, leave them blank and a representative will contact you. Fax completed form(s) to **800-960-5529** or scan and email to **minutes@LawInc.com**.

CORPORATE MINUTES UPDATE

Corporation Name

Name _____

State of Incorporation _____

Year of Incorporation _____

Minutes for Year(s)

<input type="checkbox"/>																
2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994	1993	1992	1991	1990
<input type="checkbox"/>																
1989	1988	1987	1986	1985	1984	1983	1982	1981	1980	1979	1978	1977	1976	1975	1974	1973

Annual Meeting Date¹

Date _____

Shareholders

Shareholder 1 _____

Shareholder 2 _____

Shareholder 3 _____

Directors

Director 1 _____

Director 2 _____

Director 3 _____

Officers

President _____

Vice President _____

Secretary _____

Treasurer/CFO _____

Common Resolutions² (Optional)

	President	Vice President	Secretary	Treasurer/CFO
Officer Salary	\$ _____	\$ _____	\$ _____	\$ _____
Officer Bonus	\$ _____	\$ _____	\$ _____	\$ _____
Loan	\$ _____	\$ _____	\$ _____	\$ _____
Retirement Plan Contribution	\$ _____	\$ _____	\$ _____	\$ _____

Comments

¹ The corporation's annual meeting date is usually indicated in the corporation's Bylaws. If you don't know the date, leave blank.

² Please describe any additional resolutions in the Comments section.

CREDIT CARD INFORMATION

Company Name:

Credit Card Type: (Please check one) Visa Master Card American Express Discover

Credit Card Number:

Credit Card Expiration Date:

Name as it appears on Credit Card:

Payment Amount (US Dollars): _____ Yr(s). X ~~\$150/Yr.~~ \$75/Yr. = \$ _____

Signature:

Date:

CREDIT CARD BILLING ADDRESS

Street Address:

City

State:

Zip/Postal Code:

Country

Phone Number:

Fax Number: