

INSTRUCTIONS FOR COMPLETING THE ANNUAL MINUTES FORM

Review the preprinted corporate name and address on the form and make any changes if needed.

PLEASE PRINT CLEARLY

- Step 1: Designate a "Chair" and "Secretary". Each meeting must have a designated "chair" and "secretary". If you have a small company or haven't appointed anyone yet, simply list yourself for both.
- Step 2: List any shareholders represented by "proxy". This is uncommon, but if you have shareholders that were not present at the annual meeting and were represented by proxy, list them here. Otherwise leave this blank.
- Step 3: List all shareholders, accounting for 100% ownership of the company. Here you want to list anyone who has equity ownership in the company. The total ownership % must be 100%.
- Step 4: List all directors. Here you need to list anyone on your board of directors or that holds a title (CEO, CFO, President, etc.). Make sure this is the most current and up to date information.
- Step 5: Appointment of auditor. Here you should list the person who will be responsible for the company's books/records. This could be someone internally in the company, a 3rd party accountant or it could be you.
- Step 6: Enter contact information. Provide the name, email and phone number of a person we can contact with questions regarding your minutes.
- Step 7: Prepare payment. Make sure you provide all the needed credit card information or a properly filled out check. **PLEASE DOUBLE CHECK ALL THIS INFORMATION** as incorrect information will result in a delay in processing and preparation.
- Step 8: Signature. Please sign and date the form to confirm all the information you provided is true and correct, and to confirm payment.
- Step 9: Return your completed form and payment promptly to avoid delays in processing.

Submit the Annual Minutes Form together with the payment for the preparation of the documents to satisfy the annual minutes requirements for the corporation. **Submit payment of \$125.00 payable to:**

**ANNUAL BUSINESS SERVICES
1001 COOPER POINT ROAD
SUITE 140-#143
OLYMPIA, WA 98502**

Our professional team will complete your minutes and ship them back to you within four weeks.

Upon receiving your completed minutes please review and sign them. If you find errors please contact us at support@annualbusinessservices.us or via phone at (855) 246-8622.

Please note...certain states require the filing of minutes with the state on a periodic basis. Annual Business Services is not a filing service and does not file minutes with any government entity or agency. To find out about minutes please visit the **Washington Secretary of State website at www.sos.wa.gov**.