



Corporate Records Handbook, The: Meetings, Minutes & Resolutions

Anthony Mancuso

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Keep your corporation valid in the eyes of the IRS and courts

If you've taken the time to turn your business into a corporation, chances are you'd like to see it stay that way. Your business card may say "incorporated," but if the courts and the IRS think differently, it's closing time.

Meeting minutes are the primary paper trail of your corporation's legal life, so it's essential to know when and how to prepare these minutes.

The Corporate Records Handbook provides all the forms and instructions you need to stay legal, including:

- . Call of Meeting
- . Meeting Participant List
- . Notice of Meeting
- . Certification of Mailing
- . Acknowledgment of Receipt of Notice of Meeting
- . Shareholder Proxy
- . Meeting Summary Sheet
- . Minutes of Annual Shareholders' Meeting
- . Minutes of Special Shareholders' Meeting
- . Minutes of Annual Directors' Meeting
- . Minutes of Special Directors' Meeting
- . Waiver of Notice of Meeting
- . Approval of Corporate Minutes By Directors of Shareholders
- . Cover Letter for Approval of Minutes of Paper Meeting
- . Written Consent to Action Without Meeting

The Corporate Records Handbook gives you the forms you need to keep required records, plus more than 75 additional resolutions to insert into your minutes. This edition has been updated to reflect the latest changes in the law. Forms are available to download at nolo.com.

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