



Annual Family and Business Relationship Questionnaire

For Fiscal Year:

1. _____ of _____ (City), _____ (State)
2. _____ of _____ (City), _____ (State)
3. _____ of _____ (City), _____ (State)
4. _____ of _____ (City), _____ (State)
5. _____ of _____ (City), _____ (State)
6. _____ of _____ (City), _____ (State)
7. _____ of _____ (City), _____ (State)
8. _____ of _____ (City), _____ (State)
9. _____ of _____ (City), _____ (State)

Above is a list of all [Soap Donation Center, Inc.](#) officers, directors, trustees, and key employees for the fiscal year (specified below). IRS Form 990 requires the organization to report if any of these individuals are related to each other through family or business relationships. Please check the appropriate boxes, provide the necessary information, and sign and date your response to each question as indicated on the questionnaire.

1. Family Relationships

Family relationships include an individual’s spouse, ancestors, children, grandchildren, great-grandchildren, siblings (whether by whole or half-blood), and the spouses of children, grandchildren, great-grandchildren, and siblings.

- I have **no** family relationship with anyone on the attached list.

Signed: _____

Date: _____

- I **do** have a family relationship with someone on the attached list.

Name of related person: _____

Nature of family relationship: _____

(Use bottom of this form or additional page if more than one related person.)

Signed: _____

Date: _____



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2. Business Relationships

Business relationships between two people include any of the following occurring during the tax year:

- One person is employed by the other in a sole proprietorship, or by an organization in which the other person is a trustee, director, officer, key employee, or greater than 35% owner.
- One person (1) directly transacts business with the other in one or more transactions involving transfers of cash or property with a total value over \$10,000, and (2) such transactions are not in the ordinary course of either party’s business and not on the same terms as are generally offered to the public.
- One person transacts business with the other in the same manner as described in the previous paragraph but does so indirectly through an organization with which the person is a trustee, director, officer, key employee, or greater than 35% owner.
- The two people are each a director, trustee, officer, or greater than 10% owner in the same business or investment entity.

I have **no** business relationship with anyone on the attached list.

Signed: _____

Date: _____

I **do** have a business relationship with someone on the attached list.

Name of related person: _____

Nature of business relationship: _____

(Use bottom of this form or additional page if more than one person.)

Signed: _____

Date: _____

Complete and return to:
Soap Donation Center, Inc.
7301 Mount Vernon St Rm 2
Lemon Grove, CA 91945-3122

