

Board member name

Home address

Re: Required Annual Disclosure on Internal Revenue Service Form 990

Dear:

As you know, as a tax exempt organization, _____ Health System and every one of its related legal entities (collectively, “_____ Health System”) are required to file an annual information return with the Internal Revenue Service. This return, IRS Form 990, is a public document and requires an officer to attest to its accuracy and completeness.

Historically, Form 990 has always asked for details regarding the composition of its board of directors, including name, title and, recently, a disclosure of certain economic transactions engaged in with the organization. Effective with the 2008 calendar year, the IRS is requiring even more disclosure regarding our board and their relationship with _____ Health System, its related entities and each other. Because of the depth of disclosure required, we are making the attached inquiry to all of our board members.

Please review the following questionnaire and return it directly to me in the enclosed return envelope. Thank you in advance for your help in ensuring that the required disclosure on _____ Health System’s Form 990 is as accurate and complete as possible.

Very truly yours,

Chief Executive Officer

----- **HEALTH SYSTEM**
Annual Board Disclosure Questionnaire for Form 990

December 31, 2008

The following individuals have been identified as _____ Health System's officers, directors, trustees, key employees, highest compensated employees, highest compensated professional or independent contractors:

1. Are you related to any of these above listed individuals through *family relationships*? If yes, please explain. For purposes of this inquiry, the IRS has defined "family relationship" as spouse, ancestor, children, grandchildren, great grandchildren, siblings (whether by whole or half blood) and the spouses of children, grandchildren, great grandchildren, and siblings.

No _____

Yes _____ If yes, please explain. _____

2. Are you related to any of these above listed individuals through *business relationships*? If yes, please explain. For purposes of this inquiry, the IRS has defined "business relationship" as employment and contractual relationships, and common ownership of a business where any of the above individuals, individually or together, possess more than a 35% ownership interest in common. "Ownership" means voting power in a corporation, profits interest in a partnership, or beneficial interest in a trust.

No _____

Yes _____ If yes, please explain. _____

3. Have you engaged in any of the following with _____.

a. Sale, exchange or leasing of property? _____

b. Lending of money or other extension of credit? _____

c. Furnishing of goods, services, or facilities? _____

d. Payment of compensation or payment or reimbursement of expenses of more than \$1,000? _____

e. Transfer of any part of its income or assets? _____

4. If you are related to a taxable organization as an officer, director, trustee, majority owner or principal beneficiary, has that taxable organization engaged in any of the following with _____.
- a. Sale, exchange or leasing of property? _____
 - b. Lending of money or other extension of credit? _____
 - c. Furnishing of goods, services, or facilities? _____
 - d. Payment of compensation or payment or reimbursement of expenses of more than \$1,000? _____
 - e. Transfer of any part of its income or assets? _____
5. Have any of your family members (as defined above) or their related taxable organizations engaged in any of the following with _____.
- a. Sale, exchange or leasing of property? _____
 - b. Lending of money or other extension of credit? _____
 - c. Furnishing of goods, services, or facilities? _____
 - d. Payment of compensation or payment or reimbursement of expenses of more than \$1,000? _____
 - e. Transfer of any part of its income or assets? _____
6. Have you received aggregate compensation in amounts of \$50,000 or more from _____ Health System? For this purpose, compensation includes any contributions to (1) employee benefit plans and deferred compensation plans or (2) any expense accounts and other allowances.