

SAMPLE RELATED PARTY QUESTIONNAIRE

(Agency Letterhead)

Employee Name: _____

Position: _____

Agency: _____

Please disclose any related party transactions which may have occurred with the _____
(Agency) for the fiscal year ended June 30, 20___. If none, please indicate by writing "None" in the spaces provided below.

If related party transactions exist, complete the following:

a. Describe the nature of the relationship.

b. Describe the transactions (*when they occurred, the amounts involved*).

c. Amounts due to or from related parties at the balance sheet date and the terms and manner of settlement.

Any other information that should be disclosed about a potential, implied, or actual related party issue or situation.

Signature

Print Name

Title

Date