

**Addition to Form 990 Update Questionnaire For All Organizations:**

**Executive Compensation**

**Form 990, Part VI, Section B, Line 15a and 15b: Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? 1) Line 15a - the organization's CEO, Executive Director, or top management official and 2) Line 15b - Other officers or key employees of the organization. If yes to either 15a or 15b, describe the process in Schedule O.**

**Instructions:** If the answer was "Yes" on line 15a or 15b, describe the process on Schedule O, identify the offices or positions for which the process was used to establish compensation of the persons who served in those offices or positions, and enter the year in which this process was last undertaken for each such person.

**Standard answer (with options) for Schedule O (with fill in the blank):**

The process for determining compensation of the following persons includes a review and approval by \_\_\_\_\_ (independent members of the entire Board; independent members of the Compensation Committee; independent members of the Executive Committee, etc). Comparability data used in the review process is obtained from \_\_\_\_\_ (name of organization which completed study; number of studies reviewed and their source, etc.). The deliberations and decisions are documented in the minutes of (the applicable Board and/or Committee meeting).

The compensation determination process applies to the following offices/positions and the most recent year for which this process was undertaken for each is identified (list for each):

Office/Title	Year of most recent review/approval
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(e.g. Chief Executive Officer; Chief Operating Officer; Chief Financial Officer; President; Vice-President; Chairman, Vice-Chairman, Treasurer, Program Director, etc).