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How to Use This Workbook

This workbook can be used on a stand-alone basis in helping a CEO or the CEO's advisor organize his or her thinking about whether an ESOP is right for achieving one's objectives. It is designed to help one decide whether to become a Subchapter-S Corporation or a C-Corporation or, at some point, both.

By organizing one's thinking about the steps that must be considered, the workbook should be of great assistance to the CEO's advisors in structuring an ESOP to the business owner's greatest advantage in achieving what he or she would like to accomplish.

The act of actually filling in blanks compels one to think out the various alternatives that must be considered in arriving at a fruitful decision. All of the blanks should be completed and the workbook given to the business owner's advisors to help them prepare an ESOP document and transactions that will accomplish the owner's goals.

The author hopes that this workbook will be of great assistance in preparing one of the most meaningful documents of the business owner's working career.

A clear, though comprehensive, treatment of ESOPs is provided in this author's book, *ESOP: The Ultimate Instrument in Succession Planning*, available at bookstores or from the author at (800) 422-ESOP (3767).