

BUSINESS QUESTIONNAIRE

Office of the Chapter 13 Trustee - Gretchen D. Holland

- Do not file with the Bankruptcy Court.
- Do not send originals of any of these documents as they are subject to being destroyed.
- **Email is preferred method of transmission: documents@upstate13.com**

Case Number: _____

Name of Debtor: _____

Attorney: _____

INSTRUCTIONS: Complete all pages of this form. Attach additional pages if you need more space.

IMPORTANT: All information must be provided in the form requested. Information and documents presented in a disorganized fashion will not be accepted and may result in your 341 meeting being delayed or rescheduled. Failure to provide this completed form, along with copies of the documents requested, could result in dismissal of your bankruptcy case. Please contact your attorney if you have any questions.

1. Name of Business

2. Address of Business

3. Description of Business; Main Product or Service Provided

4. Select which of the following business entities best describes your business:

_____ sole proprietorship (DBA); or

_____ partnership; or

_____ corporation

5. Names and Addresses of all Owners, Partners, and Officers:

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6. Date business was started: _____

7. Is your business space leased or owned? _____

8. If leased, do you intend to continue with the lease? _____

9. Are you leasing any business equipment or machinery? _____ If yes, please complete the following:

Type of Equipment	Name of Creditor	Monthly Lease Payment

10. List all assets (including furniture, machinery, equipment, supplies, and inventory) of the business:

Description of Asset	Year Purchased	Original Cost	Current Market Value

11. Is the business owed any accounts receivable? If yes, in what amount?

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12. List all bank accounts of the business (please also include a copy of the bank statement for each account showing the balance in the account on the date your bankruptcy case was filed):

Bank Name	Authorized Signers on the Account	Type of Account	Balance as of filing date

13. Do you anticipate borrowing money for your business while you are in bankruptcy (incurring post-petition trade credit)? _____

14. List all employees and independent contractors of the business:

Name	Position/Function	Monthly Salary or Wages	Part-time, Full-time, or 1099	Length of employment

15. Have you paid all required employee withholding taxes? _____

16. Have you paid all required sales tax? _____

17. Is your business adequately insured? _____

18. Using the attached form, provide a Profit and Loss Statement for each of the six (6) months prior to filing bankruptcy, as well as for the current month.

Signature of Debtor

Signature of Joint Debtor (if applicable)

Date

Date