

**CHECKLIST OF REQUIRED DOCUMENTS FOR BUSINESS EXAMINATION
QUESTIONNAIRE**

Office of the Chapter 13 Trustee

You must submit COPIES of all of the following requested documents along with the Business Examination questionnaire to the Chapter 13 Trustee's office at least seven (7) calendar days prior to the 341 Meeting of Creditors.

- Business lease and/or warehouse space lease
- Description of assets over \$500.00
- List of Inventory and equipment
- Bank statements for all accounts for six months before filing
- Proof of payment of employees for three months prior to the month in which the case was filed
- Proof of payment of sales tax for three months prior to the month in which the case was filed
- Federal income tax returns along with all supporting schedules for at least two years preceding the filing.
- State income tax returns along with all supporting schedules for at least two years preceding the filing.
- Financial statements furnished to a third party (e.g. trade creditor or bank) within two years preceding the filing of the petition, including, but not limited to, balance sheets, income statements, cash flow statements.
- Appraisals or other third party valuations of real estate, equipment, inventories and other business property listed in bankruptcy schedules
- Current schedule of accounts receivable and accounts payable
- Current Insurance policies
- Licenses
 - Business license
 - Seller's permit
 - Contractor's license
 - Other
- Partnership agreements (if applicable)

BUSINESS EXAMINATION QUESTIONNAIRE
Office of the Chapter 13 Trustee

Case No: _____ Debtor(s): _____ Date: _____

INSTRUCTIONS: Complete all sides of the questionnaire. Use separate pages if you need additional room; be sure to reference the additional page by the number and/or letter of the question you are answering.

IMPORTANT: All information provided on this form must be complete and accurate. Additionally, information and/or documents presented in an unorganized fashion will not be accepted and will result in the examination being delayed and/or rescheduled.

This questionnaire along with COPIES of all documents requested must be provided to the trustee seven (7) calendar days prior to the 341 Meeting of Creditors.

1. What circumstances led you to file chapter 13 bankruptcy?

2. Description of business:

a. Name of business _____

b. List all past names used by the business:

c. Describe the type of business you operate:

d. Describe the main product and/or service provided by your business:

e. Which of the following represents your business type:

Sole proprietorship Partnership Corporation LLC

f. List name of owners, shareholders, partners, or members:

Name	Function

3. When did this current business start operating?

4. Location(s) of where the business is operated:

5. Business Leases

a. Are you leasing office or warehouse space?

Yes

No

If yes, list all leases and terms of each lease, and whether you wish to continue with the lease.

Lease	Terms	Continuing?

b. Are you leasing any business equipment?

Yes

No

If Yes, list leases, terms of lease, and whether you wish to continue with each lease

Lease	Terms	Continuing?

6. Is your business seasonal?

Yes

No

If yes, specify your good months and poor months and reason(s) for fluctuations.

7. Have you pledged your receivables, rents, profits, or other cash as collateral for any loans?

Yes

No

If yes, identify the assets and revenues pledged, the name of the creditor(s), and the amount of debt owed.

<u>Asset/revenue pledged</u>	<u>Name of creditor</u>	<u>Amount of debt owed</u>

8. Description of Assets

- a. On a separate page, describe each item with value over \$500.00. Include answers to the following for each item:
 - a) What you would sell the item for in its present condition and assuming a fair price?
 - b) How much did the item originally cost?
 - c) What is the age of the item?
- b. In your estimation, what is the market value of your inventory? _____
- c. In your estimation, what is the market value of your account receivables?
- d. If you were to buy your business today, how much would you pay for your business? \$_____

9. Description of all bank accounts to which you have access:

(use a separate page if necessary)

- a. Provide COPIES, not originals, of bank statements for all accounts for six months before you filed your Chapter 13 case (Note: The Trustee may request copies of one or more canceled checks for this time period in order to clarify data contained on the bank statements.)
- b. Are you the only authorized signatory(ies) on the accounts?
 - Yes
 - No
 If no, list additional authorized signer(s)

BANK ACCOUNT INFORMATION
 (Use additional page if necessary)

Bank Name	Account Number	Type of Account	Account Purpose

10. List all full time and part time employees (Use additional page if necessary)

Name of Employee	Position/function	Monthly Salary	FT/PT

11. Proof of payment of employee withholding taxes

If you have employees, provide COPIES of proof of payment for 3 months prior to the month your case was filed as well as any that have fallen due since your case was filed.

12. Proof of payment of sales tax

If applicable, provide COPIES of proof of payment for 3 months prior to the month your case was filed as well as any that have fallen due since your case was filed.

13. State and Federal Tax Returns

- a. Provide copies of federal and state tax returns, along with all supporting schedules, for at least the two years preceding the filing.

- b. If business is a type-C corporation provide copies of corporate tax returns. If a type-S corporation, provide copies of Schedule C of debtor's personal tax returns. If a partnership, provide copies of the partnership tax return and copies of the appropriate K-1 forms.

14. Financial Statements

- a. Provide copies of financial statements furnished to a third party such as a trade creditor or a bank within the two years preceding the filing of the petition, including, but not limited to the balance sheet, income statement and cash flow statement.

15. Insurance

Check the box for the type of insurance your business has. Provide COPIES, not originals, of proof of all checked:

- Business Liability Workers' Compensation Vehicle
- Liquor Liability Real and/or Property Insurance
- Other _____

16. Licenses

If applicable to your business, provide COPIES, not originals, of the following:

- a) Business License (if a business license is not required for your business, please explain why)

- b) Seller's permit
- c) Contractor's license
- d) Other _____

17. Profit and Loss Statement

Using the Profit and Loss Statement form, provide a Profit and Loss Statement for the last month in addition to a Profit and Loss Statement covering the 12 months immediately preceding the filing of your Bankruptcy.

I/WE declare under penalty of perjury that the forgoing statement of information is true and correct to the best of MY/OUR knowledge, information, and belief.

Dated: _____
Debtor 1 Signature

Dated: _____
Debtor 2 Signature