

Debtors Name: \_\_\_\_\_

D/B/A: \_\_\_\_\_

Case #: \_\_\_\_\_

## CHAPTER THIRTEEN BUSINESS CASE QUESTIONNAIRE

**INSTRUCTIONS:** Complete the entire form attaching additional pages as necessary. Please include case number, debtor's name and the question number on any additional pages. All financial information, unless otherwise stated, is to be as of the bankruptcy filing date.

The completed form, along with copies of all applicable requested documents, must be presented to the Trustee, Staff Attorney or Business Examiner.

### 1. DESCRIPTION OF THE BUSINESS

a. Name of the business: \_\_\_\_\_  
(List any past names also)

b. Address or location of the business: \_\_\_\_\_  
\_\_\_\_\_

c. Name of owner(s): \_\_\_\_\_

d. Main product and/or service: \_\_\_\_\_

e. Is the Business a:  
\_\_\_\_\_ sole proprietorship    \_\_\_\_\_ partnership    \_\_\_\_\_ corporation  
\_\_\_\_\_ sub-chapter S corporation    Federal ID # \_\_\_\_\_

f. When did your business begin operations? \_\_\_\_\_

g. Are you leasing office space? \_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, do you intend to continue with the lease? \_\_\_\_\_ Yes    \_\_\_\_\_ No

h. Are you leasing any business equipment? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes provide a copy of the lease agreement.

Continue Lease: Yes \_\_\_\_\_ No \_\_\_\_\_

i. Is your business seasonal? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes identify the good and bad months. \_\_\_\_\_

j. Have you pledged your receivables, rents, profits or other cash as collateral for any loans? \_\_\_\_\_ Yes \_\_\_\_\_ No.

2. VALUE OF THE BUSINESS (This section must be completed or the Trustee will not recommend confirmation)

a. Describe each asset with a value over \$500.00, using a separate page. Include the original cost, age and estimated current market value of each asset.

b. If applicable, estimate the market value of your inventory. \$ \_\_\_\_\_

c. What is the estimated market value of your accounts receivable. \$ \_\_\_\_\_

d. ESTIMATED VALUE OF THE BUSINESS, INCLUDING INTANGIBLE PROPERTY.

\$ \_\_\_\_\_

3. DESCRIPTION OF ALL BANK ACCOUNTS TO WHICH YOU HAVE ACCESS.  
(Use a separate sheet if necessary)

1. Provide **COPIES** of bank statements and all canceled checks for each account for the three months immediately prior to the Chapter 13 filing.

2. Are you the only authorized signatory(ies) on the accounts? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, identify who else is authorized to sign. \_\_\_\_\_

Bank Name	Account No.	Type of Account	Purpose

4. LIST ALL FULL AND PART TIME EMPLOYEES

Use a separate page as required

Name	Position	Monthly Salary/ Hourly rate	Part Time/ Full Time

5. PAYROLL TAX REPORTS

Provide COPIES of IRS Form 941 for the four quarters prior to filing for all employees.

6. SALES TAXES

If applicable, provide COPIES of proof of payment of sales taxes for the 3 months prior to the month your case was filed.

7. FEDERAL TAX RETURNS

Provide COPIES of your personal and business federal tax returns, along with all supporting schedules for the last two (2) years. Also include copies of any W-2's or 1099's you received. If you receive income from tips that is not included on your W'2, include copies of IRS Form 4137.

The following returns are unfiled as of this date:

Federal Income taxes for tax years \_\_\_\_\_

Federal 940 or 941 returns for tax quarters/years \_\_\_\_\_

Federal FUTA returns for tax quarters/years \_\_\_\_\_

Other Federal taxes \_\_\_\_\_

8. LICENSES OR PERMITS

If applicable to your business, provide COPIES, of any license or permit you are required to have to stay in business.

9. INSURANCE

If applicable provide COPIES of proof of the following:

- a. Business operation liability insurance
- b. Worker's compensation insurance
- c. Vehicle insurance
- d. Liquor liability insurance

- e. Real and/or personal property insurance
- f. Other \_\_\_\_\_

**10. PROFIT AND LOSS STATEMENT**

Provide **COPIES** of the two most recent P&L statements (income statements) for your business.

**11. BALANCE SHEET**

Provide **COPIES** of the two most recent balance sheets for your business.

**12. STATEMENT OF CASH FLOW**

Provide **COPIES** of the two most recent statements of cash flow for your business.

**13** In addition you must make the following available (as applicable):

- 1. Depreciation schedules.
- 2. Inventory records.
- 3. General ledger.
- 4. List of receivables and payables.
- 5. Corporate minutes books.
- 6. Financial statements given to third parties.
- 7. Information received on any investigations being conducted by a government entity.
- 8. Access to all assets.

**DECLARATION**

I/we declare under penalty of perjury that the foregoing statement of information is true and correct to the best of my/our knowledge, information and belief.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

-----Upon review of submitted documentation, the Trustee may request additional financial information. Any additional information requested must be submitted to the Trustee within 10 working days.