

Debtor's Name: _____

Case Number: _____
Date: _____

CHAPTER 13 BUSINESS CASE EXAMINATION QUESTIONNAIRE

As Required by 11 U.S.C. Section 1302(c)

Nancy N. Herkert, Esquire
Standing Chapter 13 Trustee
P.O. Box 279806, Miramar, Florida 33027

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

IMPORTANT

This checklist, along with **COPIES** of all documents requested, must be provided to the Trustee in a timely manner. All documents must be received and reviewed by the Trustee's office prior to the final 341 meeting.

1. DESCRIPTION OF BUSINESS

- a. Name of business: _____
- b. Address or location of business: _____

- c. Name of owner(s) and percentage of ownership: _____

- d. Main product and/or service: _____
- e. Type of business:
- sole proprietorship partnership corporation
- sub chapter S corporation other: _____
- f. Federal ID Number: _____
- g. When did the business begin operations? _____
- h. Are you leasing office space? Yes No
1. If yes, do you intend to continue with the lease? Yes No

i. Are you leasing any business equipment? Yes No

1. If yes, list the equipment, the creditor's name and address, and the terms of the lease on a separate page.

j. Is your business seasonal? Yes No

1. If yes, identify the good and bad months _____

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

2. DESCRIPTION OF ASSETS

a. On a separate page, describe each asset with a value over \$1,000.

In addition to the description, include the following:

1. Original cost of each asset
2. Age of each asset
3. Estimated current fair 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 receivables? \$ _____

d. What is the estimated market value of the business, including goodwill? \$ _____

3. DESCRIPTION OF ALL BANK ACCOUNTS TO WHICH YOU HAVE ACCESS

Use a separate page if necessary.

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

b. Are you the only authorized signatory(ies) on the account(s)? Yes No

1. If no, specify who else is an authorized signatory. _____

Bank Name	Account No.	Type of Account	Purpose

4. LIST ALL FULL AND PART TIME EMPLOYEES

Use a separate page if necessary.

Name of Employee	Position/Function	Mo. Salary/ Hourly Rate	P=Part F=Full

5. PAYROLL TAX REPORTS

If you have any employees, provide COPIES of IRS form 941 for the 4 quarters prior to filing and State of Florida UCT 6 form for the 6 months prior to filing your Chapter 13 petition.

6. FEDERAL TAX RETURNS

Provide COPIES of your personal and business federal tax returns, along with all supporting schedules, for the last three years.

7. LICENSES

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

- a. Business license
- b. Seller's permit
- c. Contractor's license
- d. Other _____

8. 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 _____

9. PROFIT AND LOSS STATEMENT

If available, provide a COPY of the most recent P&L statement (income statement) for this business.

10. BALANCE SHEET

If available, provide a COPY of the most recent balance sheet for this business.

11. DECLARATION UNDER PENALTY OF PERJURY BY DEBTOR

I(we) declare under penalty of Perjury that I(we) have answered all questions and provided all applicable documents pertaining to this business examination checklist in good faith and that said answers and documents are true and correct.

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

- Upon review of submitted documentation, the Trustee may request additional financial information. Any additional financial documentation requested must be received and reviewed by the Trustee prior to the final 341 meeting.