

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, FL 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. The 341 meeting will not be concluded prior to their receipt and review by the Trustee.
* * * * **DO NOT FILE THIS FORM OR THE DOCUMENTS WITH THE COURT** * * * *

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
If yes, do you intend to continue with the lease? Yes No
- i. Are you leasing any business equipment? Yes No
If yes, list the equipment, the creditor's name and address, and the terms of the lease on a separate page.
If yes, do you intend to continue with the lease? Yes No
- j. Is your business seasonal? Yes No
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
If yes, provide a copy of each loan document and the remaining balance due

l. Have you incurred trade debt in the past? Yes No
 If no, please describe how you obtained funds to purchase inventory, etc.?

m. Will you be incurring trade debt in the future? Yes No
 If no, please describe how you will obtain funds to purchase inventory, etc?

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 receivable? \$ _____

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 canceled checks for each account for the three months immediately prior to the Chapter 13 filing.

b. Are you the only authorized signatory on the account(s)? Yes No
 If No, list the name, address, telephone number and relationship of all other signatories on the account:

4. Description of Accounts:

Bank Name and Location	Account No.	Type of Account	Purpose	Balance

5. 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

6. TAX RETURNS: You must provide copies of the following tax returns to the Trustee if you were required to file them.

- a. **COPIES** of your personal federal tax returns, along with all supporting schedules and all W-2's, for the last 3 years prior to the filing of your Chapter 13 petition.
- b. **COPIES** of your business federal tax returns, along with all supporting schedules, for the last 3 years prior to the filing of your Chapter 13 petition.
- c. **COPIES** of IRS form 941 for the 4 quarters prior to filing if you have any employees.
- d. **COPIES** of the State of Florida UCT 6 form for the 4 quarters prior to filing your Chapter 13 petition, if you have any employees.
- e. **COPIES** of any sales tax returns for the last three years prior to the filing of your Chapter 13 petition.
- f. **COPIES** of any county tax returns filed for the last three years prior to the filing of your Chapter 13 petition.

7. LICENSES: You must provide **COPIES**, not originals, or proof of the following:

- 1. Business license.
- 2. Seller's permit
- 3. Contractor's license
- 4. Other _____

If you do not have any licenses, please explain why :

8. INSURANCE: You must provide **COPIES** or proof of the following:

1. Business operation liability insurance
2. Worker's compensation insurance
3. Vehicle insurance
4. Liquor liability insurance
5. Real and/or personal property insurance
6. Other _____

If you do not have any insurance, please explain why:

9. STATEMENTS: You must provide a **COPY** of the following:

1. Most recent Profit and Loss Statement
2. Most recent Balance Sheet

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 Case Examination Questionnaire in good faith and that said answer 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.**