

BUSINESS CASE QUESTIONNAIRE

Office of David P. Cusick, Chapter 13 Trustee

INSTRUCTIONS: Complete all sides of the form, using additional pages if necessary. Be sure to include name, case number & question number on each additional page.

*****IMPORTANT*****

This checklist, along with COPIES of all requested documents, must be sent to your attorney. Your attorney must send the requested documents to the Trustee's Office, via bkdocs.us, no later than 10 working days prior to your First Meeting of Creditors.

If you are a Pro-Se debtor you must send the requested documents to the Trustee's Office, via bkdocs.us, no later than 10 working days prior to your First Meeting of Creditors.

Please contact your attorney (if you have one) with any questions.

1. Do you have any employees? Yes No
(If so go to page 3 and complete the employee section.)
2. Is your company a :
 Sole Proprietorship
 Partnership
 Corporation
3. Do you have license requirements? Yes No
(If so, go to page 3 and complete the license section.)
4. In the operation of your business, is any insurance required? Yes No
(If so, go to page 3 and complete the insurance section.)
5. DESCRIPTION OF BUSINESS
 - a) Name of business: _____
 - b) Address or location of
business: _____
 - c) Describe the type of business you operate (nature of work performed or service provided):

 - d) Are you leasing office space? Yes No
If yes, is it your intention to continue with the lease? Yes No
 - e) When did the current business start operating: _____
 - f) Is your business seasonal? Yes No
If yes, specify your good and bad months: _____
 - g) Name(s) of owners: _____
If this is a joint case, are both debtors engaged in the same business? N/A Yes No

h) Are you leasing any business equipment? Yes No
If yes, identify the type of equipment, creditor's name and terms of the lease:

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

j) Is the business the reason for the bankruptcy? Yes No
If yes, explain; if no, then what circumstances lead you to file Chapter 13 Bankruptcy.

6. DESCRIPTION OF ASSETS

a) On a separate page, describe each item with a value of \$500 or over. Include the following items in the description.

- Original cost of the item
- The age of the equipment
- The item's current market value (what you would sell the item for in its present condition & assuming a fair price. ("garage sale" value)).
- Total of all inventory items with a value of \$500 or over.

b) What would you estimate the market value of your inventory to be? \$_____

c) What would you estimate the market value of your account receivables to be? \$_____

d) If you were to buy your business today, how much would you pay for it? \$_____

7. 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 6 months immediately prior to the filing of 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 on the account(s)? Yes No
If no, specify who else is an authorized signer:_____

Bank Name	Account No.	Checking or Savings Account	Business or Personal Account

8. LIST ALL FULL AND PART TIME EMPLOYEES

Use a separate page if necessary.

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

9. TAX RETURNS

You must provide copies of the following tax returns to the trustee if you were required to file them.

- a) **COPIES** of the last 2 (two) years federal tax return with all supporting schedules, including any corporation and/or partnership taxes.
- b) **COPIES** of IRS form 941, EDD form DE-6 and proof of payment for the quarter ending prior to the filing of your Chapter 13 case, if you have any employees.
- c) **COPIES** of State Board of Equalization sales tax returns and proof of payment for the quarter ending prior to the filing of your Chapter 13 case.

10. LICENSES

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

- a.) Business Licenses-Is the license current? Yes No When is the expiration date? _____
- b.) Seller's Permit
- c.) Contractor's License and Bond 'card' associated with license.
- d.) Other _____

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

11. INSURANCE

You must provide **COPIES** of proof of the following:

- a) Declaration Page of business operation liability insurance
- b) Declaration Page of worker's compensation insurance
- c) Declaration Page of vehicle insurance
- d) Declaration Page liquor liability insurance
- e) Declaration Page of real and/or personal property insurance
- f) Other _____

12. PROFIT AND LOSS STATEMENT

Using the form on the back, provide a separate Profit and Loss Statement for each of the 6 months prior to filing your bankruptcy petition.

PROFIT & LOSS STATEMENT

Month _____ Year _____

(Do not include personal household expenses. Include ONLY business expenses)

INCOME

1. Gross Receipts or Sales.....	\$ _____
2. Cost of Goods Sold:	
2(a) Purchases	\$ _____
2(b) Cost of Labor	\$ _____
(do not include employee salaries)	
2(c) Materials and Supplies	\$ _____
3. Gross Profit (Subtract line 2 from line 1).....	\$ _____
4. Other Income	\$ _____
5. Gross Income (add lines 3 and 4)	\$ _____

EXPENSES

6. Business Property Rent/Lease.....	\$ _____
7. Salaries and Wages of Employees	\$ _____
8. Employee Benefits.....	\$ _____
9. Equipment Lease Payments.....	\$ _____
10. Secured Debt Payments	\$ _____
11. Supplies (not included in 2(c))	\$ _____
12. Utilities	\$ _____
13. Telephone	\$ _____
14. Repairs & Maintenance	\$ _____
15. Miscellaneous Office Expense	\$ _____
16. Advertising	\$ _____
17. Travel & Entertainment.....	\$ _____
18. Professional Fees	\$ _____
19. Insurance	
19(a) Liability	\$ _____
19(b) Property	\$ _____
19(c) Vehicle	\$ _____
19(d) Worker's Compensation	\$ _____
19(e) Other_____	\$ _____ \$ _____
20. Taxes	
20(a) Payroll	\$ _____
20(b) Sales	\$ _____
20(c) Other _____	\$ _____ \$ _____
21. Total Expenses (add lines 6 through 20)	\$ _____

TOTAL PROFIT (LOSS) FOR MONTH (subtract line 21 from line 5).....\$ _____

DECLARATION UNDER PENALTY OF PERJURY BY DEBTOR(S)

I/We declare under penalty of perjury that the information provided is true and correct to the best of my/our knowledge and belief.

Signature: _____ Date: _____

Signature: _____ Date: _____