

CLOSED SELF-EMPLOYED/BUSINESS QUESTIONNAIRE

Office of the Chapter 13 Trustee

Reminders:

1. Answer all questions that apply. Use a separate page if you need additional room.
2. Send in all reports and all required documentation.
3. You will save your attorney and yourself a lot of time by providing all the information requested by the date noted on the attached letter so that the business case analyst can assist the trustee in reviewing your case.
4. Failure to provide all the requested information could result in your case being dismissed.

Thank you!

1. **WHAT CIRCUMSTANCE(S) LED YOU TO FILE CHAPTER 13 BANKRUPTCY?**

2. **WHAT BUSINESS MATTERS ARE STILL UNRESOLVED?**

Do any liens still exist as a result of your business? Yes No

(Ex. Mortgages, deeds of trust, etc.)

Is there any residual (remaining) inventory for resale? Yes No

Are there any pending lawsuits? Yes No

Have all business debts been paid or settled? Yes No

Does the business have any remaining receivables? Yes No

(Receivables: money owed to business from clients)

Do you expect to receive any more income as a result of the business? Yes No

Is there any business equipment still in your custody? Yes No

Other _____ Yes No

2) **If yes, please provide copies of all current or continuing leases for all leased office space.**

j) Are you currently leasing any business equipment? Yes No
 (Ex. furniture, technology, etc.)

1) **If yes**, when are you relieved from your lease(s)?

2) **If yes, please provide copies of all current leases for all leased office space.**

k) Did you have a partnership or ownership agreement? Yes No

Did you have Articles of Incorporation? Yes No

1) **If yes, please provide copies of the agreement and/or Articles of Incorporation.**

l) Are you currently selling your business property or business? Yes No

If yes to either, please provide copies of any listings of business property for sale or listing of the business for sale- this applies to any unsold business as of date of filing personal bankruptcy.

m) Have you sold any business assets or property within the last six months?
 Yes No

If yes, please provide copies of all business property and business assets sold within six months of filing personal bankruptcy or since you have filed personal bankruptcy.

n) Has your business been recently appraised? Yes No

If yes, then please provide all recent business appraisals if the business was not sold by the date of filing for personal bankruptcy.

3. **DESCRIPTION OF ANY REMAINING ASSETS (including Buildings, Vehicles, Equipment, etc.)**

a) **Remember, the totals listed below should also be reflected in Schedules A & B.**

-The selling price listed here should also be reflected in Schedule B as the current value of the property. Please refer to Schedule B items 25, 29, and/or 33 to assist you in completing this column.

Item	(1) Age of Equipment?	(2) Purchase Price?	(3) Schedule B Value	(4) Monthly Payment	(5) # of Payments Still due?
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TOTALS OF \$ COLUMNS					

b) What would you estimate the market value of any residual (remaining) inventory for resell to be? \$ _____

***** The market value of your inventory listed here should also be reflected on Schedule B item 30.**

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

***** The market value of your accounts receivables listed here should also be reflected on Schedule B item 16.**

1) What is the aging of your accounts receivables? (*Length of time that money owed to business is overdue*)

Current \$ _____ Over 30 days \$ _____

Over 60 days \$ _____ Over 90 days \$ _____

5. DESCRIPTION OF ALL BUSINESS BANK ACCOUNTS TO WHICH YOU HAD ACCESS

Use a separate page if necessary

a) Provide **COPIES**, not originals, of **bank statements** for all accounts for six (6) months prior to the business discontinuance. In addition, please provide copies of all **check registers and/or bank statement reconciliations** for these accounts for the six (6) months prior to the business discontinuance (**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.)

Note: If you don't have separate business accounts, provide copies of your personal bank statements and check register with the appropriate business expenses and income amounts circled.

b) Are you the only authorized signatory(ies) on the accounts? Yes No

1) If no, specify who else is an authorized signer _____

Bank Name	Account No.	Type of Account/Purpose	Amount per Schedule B item #2****

****The current value of debtor’s interest in property listed above should reflect the amount stated on Schedule B item 2 for the account listed here.

6. PROOF OF PAYMENT OF EMPLOYEE WITHHOLDING TAXES AND UNEMPLOYMENT TAXES

Withholding - State forms 5080; Federal - IRS form 941

Unemployment Taxes - State forms 1028; Federal - IRS form 940

- a) If you have any employees, provide **COPIES** of the reports and proof of payment (canceled check and bank statement) for twelve (12) months prior to the month your case was filed as well as any that have fallen due since your case was filed.

7. PROOF OF PAYMENT OF SALES TAX, IF APPLICABLE

- a) If applicable, provide **COPIES** of the reports and proof of payment for twelve (12) months prior to the month of discontinuance.

8. ANNUAL STATE AND FEDERAL TAX RETURNS - BUSINESS

- a) Provide copies of federal, state, and local tax returns, along with all supporting schedules, for **current tax year and one year prior** if applicable. This includes all forms such as W2, W3, 1096, 1099, and schedules A, B, C, etc.

9. FINANCIAL STATEMENTS

- a) Provide copies of **balance sheets** and **profit and loss statements** for (6) months prior to your bankruptcy filing date. **Note:** This means we need 6 different reports. If the business ended more than (6) months before the filing date, provide us with a copy of the last balance sheet and profit and loss statement.

- b) Is it likely or possible that the business will open back up for business? Explain.

- c) Are there any prospects of selling any of the remaining business assets (such as, but not limited to, inventory, computer equipment, business equipment or furniture, supplies) or collecting any remaining accounts receivables (money owed to business)?

- d) What happened to the remaining inventory after the discontinuance of the business? Do you still have any in your possession?

- e) Have all business related taxes required by the government been paid? If not, explain.

- f) Do you expect to recover any additional money from any pending lawsuits? If yes, explain.