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**CHAPTER 13 TRUSTEE**

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**Business Case Questionnaire**

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

Co-Debtor Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

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

**INSTRUCTIONS:** Complete the entire form attaching additional pages as necessary. All lines must be completed. If a line does not pertain to your business, then place an NA on the line or check the corresponding line. A signed declaration page must be attached to the packet or it will not be accepted. Please include case number, Debtor's name and the question number on any additional pages. Do NOT include household or personal information as we are only reviewing your business operations.

**I. Background Information**

Name of Business:	Business Entity Type:	State of Incorporation:
Date of Incorporation:	Ownership Interest %:	Name(s) of other Partners:
Business Activity/Service:	Location of Books and Records:	
Business Address:	Name and Address of Individual that Maintains the Books and Records:	

**Business Case Questionnaire - 2**

1. Is the business incurring trade debt (trade credit):

Name of Creditor	Amount of Debt	Terms	Personally Guaranteed

Attach additional page if necessary.

2. Is the business leasing or buying the office space:

a) If buying:

i. What is the value of the real property: \_\_\_\_\_

ii. Lien holders(s): \_\_\_\_\_

iii. Amount of lien(s): \_\_\_\_\_

iv. Amount of monthly payment(s): \_\_\_\_\_

v. Are payments current: \_\_\_\_\_

vi. Are property taxes current: \_\_\_\_\_

vii. Is the property insured: \_\_\_\_\_

Attach additional page if business has more than one office.

b) If leasing:

i. Is lease in business or individual's name: \_\_\_\_\_

ii. Terms of the lease \_\_\_\_\_

iii. Are lease payments current: \_\_\_\_\_

Attach additional page if business has more than one office.

**II. Assets of the Business**

1. Value of inventory: \_\_\_\_\_

2. Are there any liens on the inventory: \_\_\_\_\_

3. Value of equipment:

Equipment	Value	Lien Holder	Lien Amt/Pmt

Attach additional page if necessary.

### Business Case Questionnaire - 3

4. Does business own any rolling stock:

Year	Make/Model	Lien Holder	Lien Amt/Pmt

Attach additional page if necessary.

5. Value of other real property:

Address	Value	Lien Holders	Lien Amt/Pmt

Attach additional page if necessary.

6. Is the business leasing any equipment:

Equipment	Lessor	Lease Terms	Monthly Payment

Attach additional page if necessary.

7. Description of all business bank accounts (Do not include any personal/household accounts **unless** they are also used in the business):

Bank Name	Account Number	Account Balance	Purpose

Attach additional page if necessary.

8. Value of accounts receivable: \_\_\_\_\_

9. Outstanding accounts payable: \_\_\_\_\_

10. What is the blue sky value of the business: \_\_\_\_\_

11. Last year's gross revenue: \_\_\_\_\_

12. YTD gross revenue: \_\_\_\_\_

**Business Case Questionnaire - 4**

**III. Employees**

- 1. How many employees does the business have: \_\_\_\_\_
- 2. Is the business current on payroll: \_\_\_\_\_
- 3. Is debtor paid a wage or take draws: \_\_\_\_\_
  - a) Amount of debtor(s) wage: \_\_\_\_\_
  - b) Average draw per month: \_\_\_\_\_

**IV. Taxes**

- 1. Does the business owe Federal Income Taxes: \_\_\_\_\_
- 2. Does the business owe 940/941 taxes: \_\_\_\_\_
- 3. Does the business owe any FUTA taxes: \_\_\_\_\_
- 4. Does the business owe any B&O taxes: \_\_\_\_\_
- 5. Does the business owe any sales taxes: \_\_\_\_\_
- 6. Does the business owe any other taxes: \_\_\_\_\_
  - a) Type of taxes: \_\_\_\_\_
  - b) Amount(s) owed: \_\_\_\_\_

**V. Non-Trade Debts**

Name of Creditor	Amount of Debt	Payments Current	Personally Guaranteed

Attach additional page if necessary.

**Business Case Questionnaire - 5**

**VI. What is the debtor's intention regarding the business:**

**DECLARATION**

I/we declare under penalty of perjury under the laws of the United States of America that the foregoing statement of information is true and correct to the best of my/our knowledge, information and belief. All debtors in this bankruptcy proceeding with an ownership interest in the business for which this report was prepared must sign and print their name below.

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

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

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

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

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

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