



JOHN M. HAUBER
CHAPTER 13 STANDING TRUSTEE

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BUSINESS CASE QUESTIONNAIRE

Date: _____

Debtors Name: _____ Case Number: _____

The Trustee requires all debtors who are self-employed to complete the following questions. All questions should be answered. Use a separate page if additional room is needed but be sure to reference the additional page next to the item you are answering. All information provided must be complete and organized. Failure to provide detailed and accurate information may result in the Trustee filing a Motion to Dismiss the case.

1) What circumstances lead you to file this Chapter 13 Bankruptcy?

2) Give description of business:

a) List current names and all past names used by the business.

b) What is the type of business that you operate?

c) What is the main product and/or service?

d) Is your business classified as:

() Sole Proprietorship () Partnership () Corporation

e) What is the business owner name?

f) When did the current business start operating?

g) Where is the location of the business operation?

h) Are you leasing office space? () Yes () No

If yes, please list all leases, terms of each lease, and if you wish to continue each lease.

l) Are you leasing any business equipment? () Yes () No

If yes, list all leases, term of each lease, and if you wish to continue each lease.

j) Is your business seasonal? () Yes () No

If yes, specify your good months and poor months and reason for fluctuation.

k) Have you pled your receivables, rents, profits, or other cash as collateral for any loans?

() Yes () No

If yes, identify asset or revenue pledged.

3) Description of assets:

a) On a separate page, describe each item with a value over \$500.00. Also include:

1) What you would sell the item for in its present condition and assuming a fair price;

2) How much the item originally cost you; and

3) The age of each item.

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

c) What would you estimate the market value of your accounts receivable to be?

\$_____

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

\$_____

5. List all Full and Part-time employees:

<u>Name of Employee</u>	<u>Position/Function</u>	<u>Monthly Salary</u>	<u>Part Time/Full Time</u>

6. Proof of payment of employee withholding taxes:

If you have employees, provide copies of proof of payment for the 3 months prior to the month your case was filed.

7. Proof of payments of sales taxes:

If applicable, provide copies of proof of payment for 3 months prior to the month your case was filed.

8. Federal Tax Returns:

Provide a copy of your most recent federal tax return.

9. Insurance:

- a) In addition to the insurance listed in the affidavit of Chapter 13 Debtors, provide copies of the policy or binder for the following:
 - 1) Liquor Liability insurance
 - 2) Worker's compensation insurance
 - 3) All other insurance for which premiums are currently being paid

10. Licenses:

- a) Provide copies of the following if applicable:
 - 1) Business License (If a business license is not required for your business explain why)
 - 2) Seller's permit
 - 3) Contractor's License
 - 4) Other license currently used

I/We declare under penalty of perjury that the forgoing statement of information is true and correct to the best of MY/OUR knowledge, information, and belief.

Dated: _____

Debtor 1 Signature

Debtor 2 Signature