

L A W O F F I C E S O F  
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## **BUSINESS BANKRUPTCY WORKSHEET**

*All information being requested is pertinent. Please complete each line. State "n/a" where applicable.*

Name of business: \_\_\_\_\_

Address of business: \_\_\_\_\_  
\_\_\_\_\_

Mailing address (if different from above): \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

Taxpayer I.D.: \_\_\_\_\_

Nature of business: \_\_\_\_\_

Type of business:  Corporation     Partnership     Sole Proprietorship

Starting date of business: \_\_\_\_\_

Ending date of business (if applicable): \_\_\_\_\_

Name of authorized signer/responsible person: \_\_\_\_\_

List any other names the business has used within the last six (6) years?  
\_\_\_\_\_

If the business has filed for Bankruptcy within the last 6 years, provide the following information:

Chapter:  7    11    13

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

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

Where Filed: \_\_\_\_\_

# PROPERTY

## **Real Estate**

Address: \_\_\_\_\_  
Market Value (Attach Appraisal): \$ \_\_\_\_\_  
Total Amount of All Loans: \$ \_\_\_\_\_

## **Automobiles, Trucks, Trailers and Other Vehicles**

List Year/Make/Model: \_\_\_\_\_ mileage: \_\_\_\_\_  
Lit Resale Value / Kelly Blue Book "Private Market Value": \$ \_\_\_\_\_  
Year, Make & Model: \_\_\_\_\_ mileage \_\_\_\_\_  
Resale Value (Kelly Blue Book "Private Market Value"): \_\_\_\_\_

## **Boats, motors and accessories**

Brief Description (year, make & model for boats): \_\_\_\_\_  
Market Value: \_\_\_\_\_

## **Bank Accounts** *List Additional Accounts on the back of this sheet*

Type of account: \_\_\_\_\_  
Name of Bank: \_\_\_\_\_ account # \_\_\_\_\_  
Amount in Account: \$ \_\_\_\_\_

## **Security Deposit**

Description of Purpose: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_

## **Accounts Receivable**

Amount: \$ \_\_\_\_\_

## **Inventory**

Brief description: \_\_\_\_\_  
Estimated liquidation value: \$ \_\_\_\_\_

## **Machinery and Equipment used in business**

Brief description: \_\_\_\_\_  
Estimated liquidation value: \$ \_\_\_\_\_

## **Patents, Copyrights, Other Intellectual Property; Licenses, Franchises, Other Intangibles**

Brief description: \_\_\_\_\_  
Estimated value: \$ \_\_\_\_\_

## **Office equipment, Furnishings and Supplies**

Brief description: \_\_\_\_\_  
Estimated liquidation value: \$ \_\_\_\_\_

## **Other Liquidated Debts Owed To Debtor, including Tax Refunds**

Brief Description: \_\_\_\_\_  
Value: \$ \_\_\_\_\_

## **Other Assets**

Brief Description: \_\_\_\_\_  
Market Value: \$ \_\_\_\_\_

# DEBTS

*Attach Statements From Every Creditor*

## Secured Creditor

Name and address of Creditor: \_\_\_\_\_

Loan # \_\_\_\_\_ Balance Owed: \$ \_\_\_\_\_ Interest rate: \_\_\_\_\_ Arrears: \_\_\_\_\_

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

## Vehicle Loans

Which Vehicle? \_\_\_\_\_ Name of Lender: \_\_\_\_\_

Lender's Address: \_\_\_\_\_

Account # \_\_\_\_\_ Balance Owed: \$ \_\_\_\_\_ Interest rate: \_\_\_\_\_ Arrears: \_\_\_\_\_

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

Which Vehicle? \_\_\_\_\_ Name of Lender: \_\_\_\_\_

Lender's Address: \_\_\_\_\_

Account # \_\_\_\_\_ Balance Owed: \$ \_\_\_\_\_ Interest rate: \_\_\_\_\_ Arrears: \_\_\_\_\_

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

## Any Other Debts Secured by Business Property

Explanation: \_\_\_\_\_

## Federal Taxes

Did the business timely file its returns?  Yes  No

Year \_\_\_\_\_ Amount Still Owed: \$ \_\_\_\_\_ Year \_\_\_\_\_ Amount Still Owed: \$ \_\_\_\_\_

Year \_\_\_\_\_ Amount Still Owed: \$ \_\_\_\_\_ Year \_\_\_\_\_ Amount Still Owed: \$ \_\_\_\_\_

## State Taxes

Did the business timely file its returns?  Yes  No

Year \_\_\_\_\_ Amount Owed: \$ \_\_\_\_\_ Year \_\_\_\_\_ Amount Owed: \$ \_\_\_\_\_

Year \_\_\_\_\_ Amount Owed: \$ \_\_\_\_\_ Year \_\_\_\_\_ Amount Owed: \$ \_\_\_\_\_

## Unsecured Debts

ATTACH STATEMENTS FROM ALL CREDITORS (credit cards, loans, leases).

*Statements should show address, account number & balance.*

WHEN DID YOU LAST USE THE CREDIT CARD(S)?

*On each statement write the month/year that you last used the account.*

## Leases or Contracts

Are you a party to any leases or contracts? If yes, List the Parties Involved, Addresses and Terms of Lease:

## Co Debtors/Guarantors:

Name and address of any person(s) who are codebtors/guarantors on any account/debt: \_\_\_\_\_

# STATEMENT OF FINANCIAL AFFAIRS

2012 Gross Income to date: \_\_\_\_\_ \$

2011 Gross Income: \$ \_\_\_\_\_

2010 Gross Income: \$ \_\_\_\_\_

**Payments to Creditors** List all payments to creditors aggregating more than \$600 to any creditor made within 90 days. List Creditor Name, Address, Dates of Payments and Amount Paid:

**Lawsuits** Were you or are you involved in a lawsuit within the last 12 months?  Yes  No  
*List on Back of Sheet.* (1) Caption of suit, (2) Case # , (3) Nature of Proceeding, (4) Court and Location

**Garnishments, Attachments, Repossessions and Foreclosures** (seizures within past 12 months)

Description and Value of Property: \_\_\_\_\_

Creditor: \_\_\_\_\_

Date of Seizure: \_\_\_\_\_

**Losses** Losses from fire, theft, other casualty or gambling during the past year. Include Date of Loss, Description, Value, Circumstances and whether or not the loss was covered by insurance.

**Transferred Property** List (1) all property transferred and (2) the value of made within the last 4 years.

**Closed Financial Accounts** List closed, sold and transferred financial accounts and instruments within past 12 months, including checking, savings or other financial accounts and amount in account at time of closure.

**Previous Addresses During Past 2 Years** List (1) Addresses and (2) Dates of Occupancy

**Books, records and financial statements**

- List all bookkeepers and accountants within the last two years who kept or supervised the keeping of books of account and records of the debtor.

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

Address: \_\_\_\_\_

Dates of services rendered: \_\_\_\_\_

- List all firms or individuals who within the last two years have audited the books of account and records or prepared a financial statement of the debtor. Use back of page if necessary.

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

Address: \_\_\_\_\_

Dates of services rendered: \_\_\_\_\_

- List all firms or individuals who at the time of the commencement of this case were in possession of the books of account and records of the debtor. Use back of page if necessary.

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

Address: \_\_\_\_\_

- List all financial institutions, creditors and other parties, including mercantile and trade agencies, to whom a financial statement was issued within the last two years. Use back of page if necessary.

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

Address: \_\_\_\_\_

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

**Inventory**

- Latest Date of Inventory: \_\_\_\_\_

- Inventory supervisor: \_\_\_\_\_

- Dollar amount of inventory (specify cost, market or other basis) \_\_\_\_\_

Name and address of custodian of inventory records: \_\_\_\_\_

**Current Partners, Officers, Directors and Shareholders**

- If the debtor is a partnership, list the nature and percentage of partnership interest of each member.

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

Address: \_\_\_\_\_

% of Interest: \_\_\_\_\_

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

Address: \_\_\_\_\_

% of Interest: \_\_\_\_\_

- If the debtor is a corporation list all officers, directors, and stockholder who directly or indirectly owns, controls, or holds 5 percent or more of the voting securities of the company.

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

Address: \_\_\_\_\_

Title: \_\_\_\_\_ % of interest: \_\_\_\_\_

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

Address: \_\_\_\_\_

Title: \_\_\_\_\_ % of interest: \_\_\_\_\_

**Former Partners, Officers, Directors and Shareholders**

List each person who withdrew from the partnership or corporation within the past year.

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

Address: \_\_\_\_\_

Title: \_\_\_\_\_ Date of withdrawal: \_\_\_\_\_

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

Address: \_\_\_\_\_

Title: \_\_\_\_\_ Date of withdrawal: \_\_\_\_\_

**Have any distributions been made to an insider in the last year?**       Yes    No

Name of recipient: \_\_\_\_\_ Relationship to Debtor: \_\_\_\_\_

Address: \_\_\_\_\_

Date & purpose: \_\_\_\_\_

Amount of money or description and value of property: \_\_\_\_\_

**Pension Funds** List the name and taxpayer ID of any pension to which the debtor, as an employer, has been responsible for contributing at any time within the last six years.