

Nancy K Neidich, Esquire, Standing Chapter 13 Trustee

INSTRUCTIONS: All business debtors must complete the entire form as required by U.S.C. §1302(c). Use additional pages if necessary. All information, unless otherwise stated, is to be as of the bankruptcy filing date. **Blank spaces will be assumed to be none.**

IMPORTANT

This Questionnaire along with COPIES of all documents requested, must be provided to the Trustee in a timely manner. All documents must be received for review by the Trustee's office seven days prior to the 341 meeting of creditors.

1. DESCRIPTION OF BUSINESS

a) Description of service or product _____

b) Character of business

My income is declared on a 1099 form to the IRS and I a) have loans or assets in a business name and/or b) file corporate tax returns. See Affidavit of Independent Contractor.

I have a sole proprietorship partnership corporation LLC/LLP

Other (explain) _____

c) Name(s) of business and d/b/a: _____

d) Business address: debtor's residence _____

e) Name of all owner(s) and percentage of ownership:

Debtor _____% Spouse or Co-Debtor _____%

Other owners (with %) _____

f) Federal ID Number (not personal SS#): None _____

g) When did the business begin operations? _____

h) Business was purchased or a start-up.

If purchased, date of purchase _____, amount paid \$ _____,
amount owing on purchase \$ _____ (provide copy of purchase agreement)

i) Is business seasonal? No Yes, below: identify good and bad seasons and why

Debtor's Name: _____

Case Number: _____

BUSINESS CASE EXAMINATION QUESTIONNAIRE

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2. DESCRIPTION OF ASSETS/LIENS *There are no assets in the name of the business*

- a) Estimate the value of the physical assets held by the business \$ _____
On a separate page, list each asset with a description, the original cost, the age of the asset, if it was purchased new or used and the current market value.
- b) Estimate the market value of your inventory \$ _____
- c) Estimate the value of your accounts receivables \$ _____
- d) Estimate the value of your business, including good will \$ _____
- e) What is the balance in your business bank account(s) \$ _____
- f) Any other tangible or intangible asset held by the business \$ _____
- g) Have you pledged your receivables, rents, profits, or other cash as collateral for any loans? No Yes
- h) Is there a loan or lien on any of the business assets? No Yes

If the answer to g) or h) above is yes, provide the creditor's name and attach a copy of the loan documents.

3. LEASES *There are no liens in the name of the business.*

- f) Are you leasing office space? No Yes
If yes, do you intend to assume/continue with the lease? No Yes
- g) Are you leasing any business equipment? No Yes
If yes, on a separate page, describe each piece of equipment and the creditor's name and address, and the terms of the lease.

4. BUSINESS BANK ACCOUNTS TO WHICH YOU HAVE ACCESS

Use a separate page if necessary. *There are no business bank accounts*

- a) Provide COPIES of bank statements and all cancelled checks for each account for the three months immediately prior to the Chapter 13 filing.
- b) Are you the only authorized signatory(ies) on the account(s)? No Yes
1. If no, specify who else is an authorized signatory. _____

Bank name	Account #	Type: checking/saving	Purpose/use

Debtor(s) Initials _____

4/3/2024

Debtor's Name: _____

Case Number: _____

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5. LIST ALL EMPLOYEES OR SUBCONTRACTORS

There are no employees

attach separate page if additional employees/subcontractors

Employee's Name	Position/function	Salary/hourly rate	Type check all that apply
			<input type="checkbox"/> Part time <input type="checkbox"/> Full time <input type="checkbox"/> W2 <input type="checkbox"/> 1099 <input type="checkbox"/> Seasonal
			<input type="checkbox"/> Part time <input type="checkbox"/> Full time <input type="checkbox"/> W2 <input type="checkbox"/> 1099 <input type="checkbox"/> Seasonal
			<input type="checkbox"/> Part time <input type="checkbox"/> Full time <input type="checkbox"/> W2 <input type="checkbox"/> 1099 <input type="checkbox"/> Seasonal
			<input type="checkbox"/> Part time <input type="checkbox"/> Full time <input type="checkbox"/> W2 <input type="checkbox"/> 1099 <input type="checkbox"/> Seasonal
			<input type="checkbox"/> Part time <input type="checkbox"/> Full time <input type="checkbox"/> W2 <input type="checkbox"/> 1099 <input type="checkbox"/> Seasonal

If you withhold taxes for any employees, provide COPIES of IRS form 941 for the 4 quarters prior to filing and State of Florida UCT 6 form for the 6 months prior to filing your Chapter 13 petition.

6. FEDERAL TAX RETURNS

The business does not file separate tax returns

Provide COPIES of your personal and business federal tax returns, along with all supporting schedules, for the last three years.

7. LICENSES

No licenses are required for the debtor's business.

If applicable to your business, provide COPIES to prove that you hold a current valid state or federal license to conduct your business, such as a) Business license b) Seller's permit c) Contractor's license , etc

8. INSURANCE

The business is not insured

If applicable to your business, provide COPIES to prove that you hold insurance for your business, such as a) Business operation liability insurance b) Worker's compensation insurance c) Vehicle insurance d) Liquor liability insurance e) Real and/or personal property insurance, etc

9. PROFIT AND LOSS STATEMENT

The debtor does not deduct any business expenses on any business or personal tax returns.

Provide a COPY of the most recent profit and loss statement for this business or a list of the gross income and detail of the business expenses incurred to earn the gross income.

10. BALANCE SHEET

The debtor does have any assets or loans in the name of the business

Provide a COPY of the most recent balance sheet for this business or an affidavit that all the assets for this business are in the debtor's personal name and disclosed and valued on the debtor's schedules.

Debtor(s) Initials _____

Debtor's Name: _____ Case Number: _____

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DECLARATION UNDER PENALTY OF PERJURY BY SELF EMPLOYED DEBTOR

I (we) declare under penalty of Perjury that I (we) have answered all questions and provided all applicable documents pertaining to this business case examination questionnaire in good faith and that said answers and documents are true and correct. I further understand that all blank questions are assumed to be none and I affirm that I have disclosed all the assets, liabilities and information regarding this business

Dated this _____

Signed: _____

Name (typed or clearly written)

Dated this _____

Signed: _____

Name (typed or clearly written)

Debtor(s) Initials _____