

Carl B. Davis
Standing Chapter 13 Trustee
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BUSINESS QUESTIONNAIRE

Dated: _____

Debtor(s) Name: _____

Case No: _____

INSTRUCTIONS: Complete the entire questionnaire for each business in which you have an ownership interest. Use additional pages if necessary. Include case number, case name, and question number on all additional pages. All financial information provided, unless otherwise stated, is to be current as of the filing of the date of your Chapter 13 bankruptcy case.

This completed form, along with copies of all documents requested, must be provided to the Trustee in a timely manner in order for the Trustee to have an adequate opportunity to review the material prior to the confirmation hearing.

1. DESCRIPTION OF BUSINESS

a. Business Name (include all trade names): _____

b. Type of Organization (S Corp, C Corp, Proprietorship, Partnership, L.L.C.): _____

c. Business Address or location: _____

d. Federal Tax Identification Number (if applicable): _____

e. Name of owner(s) and their % of ownership interest: _____

f. Main product, service or specialty: _____

g. Is the business seasonal? If so, please explain, including specifying your financially strong and weak months and the reasons for fluctuations: _____

- h. Start date of business: _____
- i. Is business continuing to operate? _____
- j. Do you plan to continue to operate your business? _____
- k. What changes in your business, if any, do you expect to make? _____

2. FINANCIAL INFORMATION

- a. Does the business use accounting software (Quicken, Quickbooks, etc.) or an accounting professional? If so, please explain: _____

- b. Has a separate bank account been used for the business? _____ If yes, provide the following:

Financial Institution	Account No.	Type of Account	Purpose

- c. Will suppliers provide short term credit? If yes, give terms: _____

- d. What are the average gross sales per month? _____
- e. What are the average costs per month to operate your business? _____

- f. Market value of your inventory: _____
- g. Market value of your receivables: _____
- h. Market value of your business: _____
- i. Summary the schedule of assets provide to state and local taxing authorities for personal property tax assessment: _____

- j. Please provide a summary of business assets and debts. Do not include leased assets:

Assets	Date Acquired	Cost	Market Value

Debts	Date of Loan	Balance Owed	Describe Use of Loan Proceeds

3. EMPLOYMENT BY BUSINESS

- a. Other than the debtor and spouse, how many people (including independent contractors) are employed by the business when it is operating at full capacity? _____

- b. How many of those in Question 3(a) currently work at or for the business? _____

- c. How is the debtor paid? (Regular payroll, withdrawals when available, etc.): _____

- d. Is the business withholding federal payroll taxes (social security, income tax, Medicare) from employees and sending those taxes to the state and federal government? _____

- e. Does the business withhold payroll taxes from debtor's pay? _____

- f. Does the debtor make estimated tax payments? _____

- g. Does the business issue year end 1099s to independent contractors? _____

4. SPECIAL LICENSES AND PERMITS

Are any special licenses or permits required to operate your business? (Ex: liquor, seller, contractor)? _____ If yes, attach a copy and provide the following:

License/Permit	Issued by	Effective Date	Expiration Date

5. LEASES

- a. Do you lease office space? _____ If yes, provide the following:

Location	Creditor Name	Lease Terms	Continue Lease?

- b. Do you lease business equipment? _____ If yes, provide the following:

Equipment & Location	Creditor Name	Lease Terms	Continue Lease?

6. PROVIDE THE FOLLOWING.

If you cannot provide any of the following documents, please provide a written explanation as to why the information is not available.

- a. A copy of your two most recent federal tax returns for your business, including all supporting documents (W-2, K01 and 1099 forms).
- b. A copy of payroll tax returns, Form 941, for the three quarters ended prior to the petition date. Attach copies of any 1099 forms issued to any workers covering the last calendar year.
- c. Copies of sales tax reports for the three months prior to your petition date.
- d. Copies of business and personal bank statements for the three months prior to your petition date.
- e. Balance Sheet as of the date of your bankruptcy filing.
- f. Income and Expense statement for the twelve-month period prior to the date of your bankruptcy filing.
- g. Insurance policies/binders/declaration pages for all lines of business insurance verifying the coverages and that the policy is in effect.
- h. Copies of all permits/licenses currently being used to operate.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF DEBTOR

DATE

PRINT NAME

SIGNATURE OF JOINT DEBTOR

DATE

PRINT NAME