

MARSHA L. COMBS-SKINNER

Chapter 13 Standing Trustee

Central District of Illinois

108 S. Broadway

P.O. Box 349

Newman, IL 61942

(217) 837-9730 Phone

(217) 837-2662 Facsimile

BUSINESS CASE QUESTIONNAIRE

Dated: _____

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 circumstance 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 name of the owners?

f) When did the current business start operating?

g) Where is the location where the business is operated?

h) Are you leasing office space? Yes No

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

I) 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 cost you originally; 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?

\$_____.

4. Description of all bank accounts to which you have access:

a) Provide copies, not originals, of bank statements for all accounts for 6 months prior to the time of filing your Chapter 13 Case. (Note: The Trustee may request copies of one or more canceled checks from this time period in order to clarify data contained in the bank statements.)

b) Are you the only authorized signatory (ies) on the accounts? Yes No

If No, specify other persons that are an authorized signer _____

Bank Name	Account Number	Type of Account	Purpose

5. List all Full time and part time employees:

Name of Employee	Position/Function	Monthly Salary	Part Time/Full Time

6. Proof of payment of employee withholding taxes:

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

7. Proof of payments of sales taxes:

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

8. Federal Tax Returns:

- a) 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