

BUSINESS CASE QUESTIONNAIRE

Return to:
Russell Brown, Trustee
3838 N. Central Ave., Ste. 800
Phoenix, Arizona 85012

Debtor: _____

Case No.: _____

The purpose of this form is to help the Trustee gather information about your business. Please keep in mind when completing the Questionnaire:

- All information must be complete and accurate.
- Failure to complete the Questionnaire will cause the Trustee to move to dismiss your case.
- If this is a husband and wife case, then each of you must sign the Questionnaire.
- Provide copies of the documents, not your original ones.

(1) What circumstances caused you to file this Chapter 13 case (whether personal or business related)?

(2) Describe the nature of your business:

(a) List the current and all past names of the business.

(b) Describe the nature of the business.

(c) Describe the main product or service you provide.

(d) List any other owners, partners, shareholders or members besides you, or if none, state so.



(3) When did you start the business or when did you first acquire ownership?

If you bought an existing business, provide a copy of the purchase contract.

(4) List all address locations of the business with the primary location first.

(5) Business Lease(s).

(a) Are you leasing real property for the business? Yes No

If yes, describe the terms of the lease and whether you intend to accept (keep) the lease. Provide a copy of any lease to the Trustee.

(b) Are you leasing any personal property, such as equipment or furniture? Yes No

If yes, describe the terms of the lease and whether you intend to accept (keep) the lease. Provide a copy of any lease to the Trustee.

(6) Is your business seasonal? Yes No

If yes, describe why, and specify which months are good and poor months.

- (7) **Have you pledged or given a security interest in any asset, such as account receivables, rents, profits, or equipment for any loan?** Yes No

If yes, state the name of the creditor, describe the security agreement and provide a copy of the document.

(8) **Business Assets.**

- (a) On a **separate page**, itemize your business equipment with a market value of \$100.00 or more per item.

- (b) Do you have any inventory? Yes No
If yes:

(i) What is the estimated value of the inventory? \$_____

(ii) What is the method of valuing the inventory? (Cost, market value, or other)

- (c) Do you have accounts receivable? Yes No
If yes:

(i) What is the amount of the receivables? \$_____

(ii) What amount is actually collectible? \$_____

- (d) Has the business ever been appraised? Yes No
If yes, provide a copy if available and state when and by whom:

- (e) Bank accounts.
Provide a copy of the business bank statements for the six months before you filed your petition and for the month in which you filed your petition.

- (9) **Insurance. Do you carry any business insurance?** Yes No

If yes, provide a copy of the insurance contract and recent declarations page.

(10) Employees. Do you have any employees? Yes No

(a) If no, then go to Question (11). If yes, complete the table and list any full or part-time employees.

Employee Name	Position	Monthly Salary	Full time (F) or Part-time (P)

- (b) Provide a copy of the latest quarterly federal 941 return with proof of payment of the withholding taxes for the employees since you filed your case.
- (c) If you are required to pay state sales taxes, provide a copy of the Arizona sales tax return and proof of payment of the taxes.
- (d) Federal tax returns. Provide a copy of the last two years of your individual income tax returns. If the business is a C corporation, provide a copy of last year's corporate income tax return.
- (e) If you had prepared a business income and expense statement, and balance sheet for the previous month or quarter, provide a copy of the documents.

(11) Licenses.

(a) Do you have any business or professional licenses? Yes No

If yes, provide a copy of the license(s).

I declare under penalty of perjury that the foregoing statements and answers in this Business Questionnaire are true and correct.

Dated: _____, 20____.

Debtor's signature

08/12