

Checklist of documents for Corporate Bankruptcy Filings

- . All insurance policies and binders of insurance that are relative to the operation of business, liability, assets, etc.
- . Tax returns for 2009, 2010 and gross receipts for 2011.
- . All books and records of the Debtor for the last **two (2) years** including, but not limited to, accounts payable, accounts receivable, payroll records and bank records including, but not limited to, all bank statements and canceled checks.
- . Bank statements for all business bank accounts.
- . Any financial statements prepared by or on behalf of the Debtor within the last two (2) years, whether or not actually submitted to any third party.
- . Any documents relative to a loss of Debtor's assets, if any, within the last two (2) years, including but not limited to police reports, insurance claims and settlement documentation.
- . Copy of any leases to which Debtor has been a party within the last two (2) years