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BUSINESS CLIENT INFORMATION WORKSHEETS

Name of Corporation	
Street Address	
Mailing Address (if different from above)	
County	
Main contact phone	
Alternate contact phone	
E-Mail (may we use for contact and sending of documents?)	
Tax IDs	
Other business names used in the last 8 years	

This business is a:

- | | |
|--|--|
| <input type="checkbox"/> Sole proprietorship | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited partnership |
| <input type="checkbox"/> Sub-chapter S corporation | <input type="checkbox"/> Professional corporation |
| <input type="checkbox"/> Limited liability company | <input type="checkbox"/> Limited liability partnership |
| <input type="checkbox"/> Other _____ | |

Name and Percentage Interest of Owner(s): _____

Date the Business Opened: _____

If incorporated, date and state of incorporation: _____

Principal place of business: _____

Identity of Shareholders if closely held: _____

PRIOR BANKRUPTCIES: If the business has previously filed a bankruptcy petition within the last 8 years, please list the case number, date filed, and the location where you filed:

PENDING BANKRUPTCIES: If any business partner, entity owned by the debtor or entity that owns the debtor has a bankruptcy pending, please list the case number, name of debtor, relation to company, date filed and location where filed, and the bankruptcy judge:

EXHIBIT "C" TO VOLUNTARY PETITION: To the best of debtor's knowledge, does the debtor own or have possession of property that poses or is alleged to pose a threat of imminent and identifiable harm to the public health or safety?

WORKSHEET: PROPERTY (Schedules A & B)

Corporate Property	Market Value of Property	Ownership Share (% , \$)	Value of Liens (claims against the property)	Amount of Equity	Exempt? If so, put exemption amount exempt; if not write "No."
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Real Property is land and things permanently attached to land. Included are unimproved land, vacation cabins, condominiums, duplexes, rental property, business property, mobile home park spaces, agricultural land, airplane hangars, and any other buildings permanently attached to land. It also includes property you are entitled to by a trust and all property in which you have any legal, equitable, or future interest. (All leases and time shares should be listed on the worksheet for Schedule G.)

REAL ESTATE (list each by street address or legal description; whether owned or leased, attach copy of latest loan or lease statement(s) for each property)					

WORKSHEET: CORPORATE PROPERTY (Schedules B)

Corporate Property Provide detailed description What is it? Where is it?	Market Value of Property	Ownership Share (%, \$)	Value of Liens Against property (loans, if any)	Amount of Equity	Exempt? If so, put exemption amount exempt; if not write "No."
1. Cash on hand.					
2. Checking, savings, or other financial accounts, that have business name on the account (attach 3 months of bank statements for each account)					
3. Security Deposits (utilities, telephone companies, landlords etc.)					
4. Household goods and furnishings (attach room by room, detailed inventory i.e., 1 couch, 5 yrs old, \$50.00, etc.)					
5. Books, pictures, and other art objects, antiques, stamp, coin, record, tape, compact disk, and other collections or collectibles.					

WORKSHEET: YOUR PERSONAL PROPERTY (Schedules B)

Corporate Property Provide detailed description What is it? Where is it?	Market Value of Property	Ownership Share (%, \$)	Value of Liens Against property (loans, if any)	Amount of Equity	Exempt? If so, put exemption amount exempt; if not write "No."
6. Wearing apparel, uniforms, clothes.					
7. Furs and Jewelry					
8. Firearms and sports, photographic, and other hobby equipment.					
9. Interests in insurance policies. Name of company & surrender or refund value of each.					
10. Annuities. Itemize and name each issuer.					
11. Interests in an education IRA. Give particulars					
12. Interests in IRA, ERISA, Keogh, or other pension or profit sharing plans. Give Particulars.					
13. Stock and interests in incorporated and unincorporated business(es)					

WORKSHEET: YOUR PERSONAL PROPERTY (Schedules B)

Corporate Property Provide detailed description What is it? Where is it?	Market Value of Property	Ownership Share (%, \$)	Value of Liens Against property (loans, if any)	Amount of Equity	Exempt? If so, put exemption amount exempt; if not write "No."
14. Interests in partnerships or joint ventures					
15. Government and corporate bonds and other negotiable and non-negotiable instruments					
16. Accounts Receivable					
17. Alimony, maintenance, support, and property settlements owed to you.					
18. Other liquidated debts owed to you, i.e. tax refunds. Give particulars.					
19. Equitable or future interests, life estates, and rights or powers exercisable for the benefit of the debtor not listed under Schedule A - Real Property.					
20. Contingent and noncontingent interests in estate of a decedent, death benefit plan, life insurance policy, or trust.					

WORKSHEET: PROPERTY (Schedule B Con't)

Corporate Property Provide detailed description What is it? Where is it?	Market Value of Property	Ownership Share (%, \$)	Value of Liens Against property (loans, if any)	Amount of Equity	Exempt? If so, put exemption amount exempt; if not write "No."
21. Other contingent and unliquidated claims of every nature (lawsuits, rights to setoff against creditor claims against you) Give estimated value of each.					
22. Patents, copyrights and other intellectual property. Give particulars.					
23. Licenses, franchises and other general intangibles. Give particulars.					
24. Customer lists (names of individuals in connection with obtaining a product or service from you)					
25. Automobiles, trucks, trailers, motorcycles and other vehicles and accessories. (list each by make, model and year - indicate if keeping or surrendering)					
26. Boats, motors and accessories.					
27. Aircraft and accessories.					

WORKSHEET: PROPERTY (Schedule B Con't)

Corporate Property Provide detailed description What is it? Where is it?	Market Value of Property	Ownership Share (%, \$)	Value of Liens Against property (loans, if any)	Amount of Equity	Exempt? If so, put exemption amount exempt; if not write "No."
28. Office equipment, furnishings and supplies. (need detailed inventory ie: 1 laptop, 5 years old, \$100.00, etc.)					
29. Machinery, fixtures, equipment and supplies used in business.					
30. Inventory					
31. Animals, Pets.					
32. Crops- growing or harvested. Give particulars.					
33. Farming equipment and implements.					
34. Farm supplies, chemicals and feed.					
35. Other personal property of any kind not already listed. Itemize.					

WORKSHEET: DEBTS - Secured (Schedule D)

List creditor name/address (list each loan separately and identify property/collateral)	Account No. And initial loan date	Describe Debt	Who is on loan?	Balance Owed?	Collection Agency , Co-debtor, Authorized User or Attorney involved. List name and address.
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Secured debts are mortgages or other loans where property is pledged as security. All other types of debt are unsecured.

Mortgage(s)					__ CA __ CO__ Other
					__ CA __ CO__ Other
					__ CA __ CO__ Other
Automobile Loans					__ CA __ CO__ Other
					__ CA __ CO__ Other
Other Secured Debts (boats, motorcycles, trailers, etc)					__ CA __ CO__ Other
					__ CA __ CO__ Other
					__ CA __ CO__ Other

WORKSHEET: DEBTS – Unsecured, Priority Claims (Schedule E)

List by name/address of creditor or tax authority owed	Describe Debt	Who is Liable For Debt?	Collection Agency, Codebtor, or Attorney involved. List name and address.
LIST PRIORITY, UNSECURED CLAIMS BELOW (wages owed to employees, deposits received from individuals, etc.)			__ CA __ CO __ Other
			__ CA __ CO __ Other
FEDERAL TAXES Describe taxes due, amount			__ CA __ CO __ Other
			__ CA __ CO __ Other
STATE TAXES Describe taxes due, amount			__ CA __ CO __ Other
PROPERTY TAXES List for each property owned			__ CA __ CO __ Other
			__ CA __ CO __ Other
			__ CA __ CO __ Other
			__ CA __ CO __ Other
			__ CA __ CO __ Other

WORKSHEET: DEBTS – Unsecured, Non-priority (Schedule F)

Creditor's Name and Address	Account No. and Date Incurred (approx. date account charged)	Describe Debt (i.e., credit card, personal loan, etc.)	Who is Liable For Debt?	Balance Owed	Others Involved Name and Address (i.e. Collection Agency (CA), Codebtor (CO), Other)
Secured debts are car loans, home loans, home equity loans, second mortgages, or any other loans where property is pledged as security. All other types of debt are unsecured (credit cards, personal loans, etc.)					
List all Unsecured Debts					__ CA __ CO __ Other
					__ CA __ CO __ Other
					__ CA __ CO __ Other
					__ CA __ CO __ Other
					__ CA __ CO __ Other
					__ CA __ CO __ Other
					__ CA __ CO __ Other
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					__ CA __ CO __ Other
					__ CA __ CO __ Other

LEASES OR CONTRACTS: (Schedule G) Is the business a party to any rental property leases, automobile leases or contracts? If yes, describe the contract or lease, list the name and address of other parties to the lease or contract. If you owe them money, they should be listed above as a creditor.

CORPORATE INCOME (Schedule I)

	Debtor	Joint Debtor
Regular monthly income (attach a detailed statement)		
Monthly income from real property		
Monthly interest and dividends		
Other monthly income		
Describe any increase or decrease of more than 10% in any previous category anticipated to occur in the year following this filing.		

EMPLOYEES (Schedule I)

Employee Name(s)	Job Title	Monthly Salary	Full or Part Time?

List names of all independent contractors and amount paid to each, for the past two years:

WORKSHEET: EXPENSES (Schedule J)

Current monthly payroll, gross wages, salary, commissions (pro-rate if not paid monthly; provide proof of payment)	
Estimated monthly overtime	
Payroll taxes	
Insurance deducted	
Union dues deducted	
Other payroll deductions – please specify	
Social security	
Pension or retirement (Keogh, SEP, 401(k), IRA)	
Benefits (medical, dental, retirement)	
Advertising and marketing	
Leases and mortgages (list each separately) Does this include property taxes? Insurance?	
Auto/Truck loan/lease installment payments (list each car loan amount separately, identify each car by make, model and year, attach copy of latest statement)	
Transportation (not including car payments, i.e., gas, maintenance, tolls, etc.)	
Facility maintenance	
Telephone (montly average)	
Other utilities? Cable? (montly average)	
Electricity and heaing fuel (montly average)	
Water and Sewer (montly average)	
Recreation, clubs and entertainment, newspapers, etc.	
Charitable contributions	
Disability Insurance	

Life insurance	
Health insurance	
Auto insurance	
Professional liability insurance	
Business liability insurance	
Worker's compensation insurance	
Real and/or personal property insurance (not included in mortgage escrows)	
Other insurance – specify	
Other taxes	
Other installment payments	
Other expenses	
Describe any increase or decrease in expenditures reasonably anticipate to occur within the year following the filing of this document.	

FORM 7: STATEMENT OF FINANCIAL AFFAIRS
(numbers correspond to Form 7's questions)

1. Income from operation of business for the past two years and year to date of filing. Specify the amount of income and the fiscal year.

Sources (name and address)	Amount	Year

2. Income other than from operation of business. Enter sources of any other income during the past two years. Specify the amount of income and the fiscal year.

Sources (name and address)	Amount	Year

3a. Individual or joint debtor(s) with primarily consumer debts: List payments made to any creditor during the last 90 days.

Creditors (name and address)	Dates of Payments	Amount Paid	Amount Still Owing

3b. Debtor whose debts are business debt and not primarily consumer debts: List payments made to any creditor during the last 90 days.

Creditors (name and address)	Dates of Payments	Amount Paid	Amount Still Owing

3c. List payments made to insider creditors (family, business partners, etc) during the last year.

Creditors (name and address)	Dates of Payments	Amount Paid	Amount Still Owing

4a. Were you sued or did you sue anybody last year (12 months)? If yes, list the case title/caption, case number, nature of proceeding (what kind of case is it), court and location, status and attorney representing you.

4b. List any property garnished, attached or seized during the last year by a Creditor.

Creditors (name and address)	Dates of Seizure	Description and Value of Property

5. List any repossessions, foreclosures and voluntary returns during the last year.

Creditors (name and address)	Dates of Repossession	Description and Value of Property

6a. Describe any assignment of property for the benefit of creditors (property given to a creditor for payment of money owed) made within the last 120 days. List the name and address of assignee (creditor), date of assignment and terms of assignment or settlement.

6b. List all property which has been in the hands of a custodian, receiver, or court-appointed official during the past year. List the name and address of custodian, name and location of court, case title and number, date of order, description and value of property.

7. List all gifts or charitable contributions made during the last year except ordinary and usual gifts to family members totaling less than \$200 per family member and \$100 per charitable recipient.

Recipient (name and address)	Relationship (if any)	Date of gift	Description and value of gift

8. List all losses from fire, theft, other casualty or gambling during the past year. List the description and value of property, circumstance of loss, if loss was covered by insurance (give particulars) and date of loss.

9. List all payments made or property transferred by or on behalf of the debtor to any persons, including attorneys, for consultation concerning debt consolidation, relief under the bankruptcy law or preparation of a petition in bankruptcy during the past year.

Payee (name and address)	Date of Payment, Payor	Amount Paid or Value of property transferred.

10a. List all other property, other than property transferred in the ordinary course of the business or financial affairs of the debtor, transferred either absolutely or as security during the past two years to creditor or family member.

Transferee & relationship (name and address)	Date	Describe property transferred, and value received

10b. List all other property transferred by the debtor during the past ten years to a self settled trust or similar device of which the debtor is a beneficiary.

Trust or other device	Date	Amount of money or value of property or Debtor's interest in property

11. List all financial accounts and instruments held by or for the benefit of the debtor which were closed, sold or otherwise transferred in the past year. Include checking, savings, or other financial accounts, CDs, shares and share accounts held in banks, credit unions, pension funds, brokerage houses, etc.

Institution (name and address)	Acct type & number Amt of Final Balance	Amount & date of sale or closing

12. List each safe deposit or other box or depository in which you have had valuables within the past year.

Institution (name and address)	Who has access? (names and address)	Description of contents	Date of transfer or surrender

13. List all setoffs (money taken from an account to repay a loan at the same bank as where your money has been deposited) made by any creditor, including a bank, against a debt of the debtor within the past 90 days.

Creditor (name and address)	Date of setoff	Amount of setoff

14. List all property OWNED by another person or entity that the debtor (you or you and your spouse) holds or controls (that is in your house, storage unit, safety deposit box, etc.).

Owner (name and address)	Description & value of property	Location of property

15. If the debtor has moved within the last THREE years, list all premises occupied and vacated during that period.

Address	Name used	Dates of occupancy

16. Identify the name of debtor's spouse or former spouse who resided with the debtor in a community property state in the EIGHT years immediately preceding the commencement of the case.

Name: _____

Name: _____

17. List the name and address of every site for which the corporation has received notice in writing by a governmental unit that the corporation may be liable or potentially liable under or in violation of an Environmental Law.

"Environmental Law" means any federal, state or local statute or regulation regulating pollution, contamination, releases of hazardous or toxic substances, wastes or material into the air, land, soil, surface water, groundwater, or other medium, including, but not limited to, statutes or regulations regulating the cleanup of these substances, wastes, or material. "Site" means any location, facility, or property as defined under any Environmental Law, whether or not presently or formerly owned or operated by you, including, but not limited to, disposal sites.

"Hazardous Material" means anything defined as a hazardous waste, hazardous substance, toxic substance, hazardous material, pollutant, or contaminant or similar term under an Environmental Law.

Site name and address	Name and address of governmental unit	Environmental law

b. List the name and address of every site for which you provided notice to a governmental unit of a release of Hazardous Material. Indicate the governmental unit to which the notice was sent and the date of the notice.

Site name and address	Name and address of governmental unit	Environmental law

c. List all judicial or administrative proceedings, including settlements or orders, under any Environmental Law with respect to which you are or were a party. Indicate the name and address of the governmental unit that is or was a party to the proceeding, and the docket number.

Name and address of governmental unit	Docket number	Status or disposition

18. If you are an individual, list the names, addresses, taxpayer identification numbers, nature of the business, and beginning and ending dates of all businesses in which you were an officer, director, partner, or managing executive of a corporation, partnership, sole proprietorship, or were a self-employed professional within the last six years, or in which you owned 5 percent or more of the voting or equity securities within the last six years.

If you are a partnership, list the names, addresses, taxpayer identification numbers, nature of the business, and beginning and ending dates of all businesses in which you were a partner or owned 5 percent or more of the voting or equity securities, within the last six years.

If you are a corporation, list the names, addresses, taxpayer identification numbers, nature of the business, and beginning and ending dates of all businesses in which the debtor was a partner or owned 5 percent or more of the voting or equity securities within the last six years.

Name	Last four digits of Soc. Sec. No./ Complete EIN or other taxpayer I.D. No.	Address	Nature of Business	Beginning and Ending Dates

Identify any business listed above, that is "single asset real estate."

Name	Address