

L A W O F F I C E S O F
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CORPORATE BANKRUPTCY WORKSHEET

Full name of business: _____

Address of business: _____

Mailing address (if different from above):

EIN: _____

Nature of business: _____

Starting date of business: _____

Ending date of business (if applicable): _____

Name of authorized signer/responsible person: _____

List any other names the business has used within the last six (6) years?

PROPERTY

List all real estate owned by the company:

Address: _____
Approx. Current Market Value \$ _____ Total Amount Owed on this property \$ _____
Name(s) on Title: _____

Address: _____
Approx. Current Market Value \$ _____ Total Amount Owed on this property \$ _____
Name(s) on Title: _____

Use reverse side to list additional properties

List all vehicles owned by the company:

Year _____ Make _____ Model _____ mileage _____
Kelley Blue Book Value--Private Sale (not trade-in) (search online www.kbb.com): \$ _____ PAID OFF

Year _____ Make _____ Model _____ mileage _____
Kelley Blue Book Value--Private Sale (not trade-in) (search online www.kbb.com): \$ _____ PAID OFF

Year _____ Make _____ Model _____ mileage _____
Kelley Blue Book Value--Private Sale (not trade-in) (search online www.kbb.com): \$ _____ PAID OFF

Use reverse side to list additional vehicles

List all open bank accounts:

Bank: _____ type of account: _____ account # _____ balance \$ _____

Bank: _____ type of account: _____ account # _____ balance \$ _____

Bank: _____ type of account: _____ account # _____ balance \$ _____

Use reverse side to list additional accounts

Security deposit

Description: _____

Amount: \$ _____

Accounts receivable: \$ _____ (base value on amount collectible)

Attach any accounts receivable lists

Inventory

Brief description: _____

Estimated liquidation value: \$ _____

Attach any inventory lists

Office equipment, office furnishings and office supplies

Brief description: _____

Estimated liquidation value: \$ _____

Machinery and equipment used in business

Brief description: _____

Estimated liquidation value: \$ _____

Attach any equipment lists

Patents, copyrights, other intellectual property; licenses, franchises, other intangibles

Brief description: _____

Estimated value: \$ _____

Other liquidated debts owed to debtor, including tax refunds

Brief Description: _____

Value: \$ _____

Any ownership interest(s) in any other businesses, partnerships, or corporations

Description: _____

Is the company a party to any any lease (covering real or personal property)?

Brief Description: _____

Any pending lawsuits or judgments against any person or any company?

Description: _____

Any other assets (including claims/causes of actions/lawsuits against any party)

Brief Description: _____

Market Value: \$ _____

DEBTS

Attach Statement For Each Creditor

Secured creditor

Name and address of Creditor: _____

Loan # _____ Balance Owed: \$ _____ Interest rate: _____ Arrears: _____

Date incurred: _____

Name and address of Creditor: _____

Loan # _____ Balance Owed: \$ _____ Interest rate: _____ Arrears: _____

Date incurred: _____

Vehicle/equipment loans and leases

Which Vehicle/Equipment Item? _____

Lender: _____

Balance Owed: _____ Months in Arrears: _____ Monthly payment: \$ _____ Interest rate: _____%

Which Vehicle/Equipment Item? _____

Lender: _____

Balance Owed: _____ Months in Arrears: _____ Monthly payment: \$ _____ Interest rate: _____%

Which Vehicle/Equipment Item? _____

Lender: _____

Balance Owed: _____ Months in Arrears: _____ Monthly payment: \$ _____ Interest rate: _____%

Any tax liens, attachment liens, judgment liens or liens created by a UCC-1 financing statement?

Please explain and describe:

Federal income taxes

Did the business timely file its returns? Yes No

Year _____ Amount Still Owed: \$ _____

Year _____ Amount Still Owed: \$ _____

Year _____ Amount Still Owed: \$ _____

Year _____ Amount Still Owed: \$ _____

State income taxes

Did the business timely file its returns? Yes No

Year _____ Amount Owed: \$ _____

Year _____ Amount Owed: \$ _____

Year _____ Amount Owed: \$ _____

Year _____ Amount Owed: \$ _____

Other taxes

Does the business owe any other type of taxes (sales, payroll, etc.) Yes No

Describe _____

Year _____ Amount Owed: \$ _____

Year _____ Amount Owed: \$ _____

Year _____ Amount Owed: \$ _____

Year _____ Amount Owed: \$ _____

Unsecured debts

What is the total amount of general unsecured debt? _____

ATTACH STATEMENTS FROM ALL CREDITORS (suppliers, credit cards, loans, leases, etc.).

Statements should show address, account number & balance.

Leases / Contracts

Is company a party to any long term leases or contracts? If yes, list the parties involved, addresses and describe type of lease or contract:

Co-debtors / Guarantors:

Name and address of any person(s) who are codebtors/guarantors on any account/loan: _____

STATEMENT OF FINANCIAL AFFAIRS

Please attach a most recent income statement and balance sheet.

Gross Income year to date: \$ _____

Gross Income year prior: \$ _____

Gross Income two years prior: \$ _____

Payments to general creditors List all payments to creditors aggregating more than \$600 to any creditor made within the last 90 days. List Creditor Name, Address, Dates of Payments and Amount Paid:

Payments to insider creditors List all payments to insider (principals, owners, directors, etc.) creditors made within the last year. List creditor name, address, dates of payments and amount paid:

Lawsuits Was the company involved in a lawsuit or administrative proceeding within the last 2 years?

If Yes, for each lawsuit or proceeding please provide: (1) caption/name of suit, (2) case # , (3) nature of proceeding, (4) court and location (5) outcome/status

Any garnishments, attachments, levies, repossessions or foreclosures of assets (within past 2 years)

Description and Value of Property: _____

Creditor: _____

Date of Seizure: _____

Description and Value of Property: _____

Creditor: _____

Date of Seizure: _____

Losses Please list any losses from fire, theft, or other casualty during the past year. Include date of loss, description, value, circumstances and whether or not the loss was covered by insurance.

Sales or Transfers of Property List (1) all real and personal property that the company sold, gifted, or transferred, (2) value, if any received, and (3) dates such sales or transfers were made within the last 4 years.

Closed Financial Accounts List closed, sold or transferred financial accounts within past 12 months, including checking or other financial accounts and amount in account at time of closure.

Previous Addresses During Past 2 Years Please provide addresses and dates of occupancy

Books, records and financial statements

List all bookkeepers and accountants within the last two years who kept or supervised the keeping of books of account and records of the company.

Name: _____

Address: _____

Dates of services rendered: _____

List all firms or individuals who within the last two years have audited the books of account and records or prepared a financial statement of the company.

Name: _____

Address: _____

Dates of services rendered: _____

List all firms or individuals who at the time of the commencement of this case were in possession of the books of account and records of the company. Use back of page if necessary.

Name: _____

Address: _____

List all financial institutions, creditors or other parties, to whom a financial statement was issued within the last two years.

Name: _____

Address: _____

Date issued: _____

Inventory (if applicable)

Latest Date of Inventory: _____

Inventory supervisor: _____

Dollar amount of inventory (specify cost, market or other basis) _____

Name and address of custodian of inventory records: _____

Officers, directors and shareholders

List all officers, directors, and stockholders who directly or indirectly own, control, or hold 5 percent or more of the company.

Name: _____

Address: _____

Title: _____ % of interest: _____

Name: _____

Address: _____

Title: _____ % of interest: _____

Former partners, officers, directors and shareholders

List each person who withdrew from the ownership of the company within the past year.

Name: _____

Address: _____

Title: _____ Date of withdrawal: _____

Name: _____

Address: _____

Title: _____ Date of withdrawal: _____