

BUSINESS CASE QUESTIONNAIRE

Debtor's name _____

Chapter 13 case # _____

Are you self-employed? _____

Name of business _____

Type of business (description) _____

Has the business ever been incorporated: _____ Yes _____ No

If yes, list dates incorporated _____

Date business began _____

- 1. Does the business have employees? _____ Yes _____ No
If so, how many? _____
Does the business withhold on these employees? _____ Yes _____ No
If so, attach copy of prior quarterly payroll tax return (form 941).
If not, how are employees compensated? _____
Are 1099's issued? _____ Yes _____ No

- 2. Do vendors or suppliers allow the business to purchase inventory on credit?
_____ Yes _____ No

Do you anticipate incurring any post-petition trade credit or other business debt?
_____ Yes _____ No

List all suppliers and vendors who allow a revolving credit account? _____

IF YOU ANSWERED YES TO THIS SECTION, PLEASE PROVIDE A STATEMENT OF PROJECTED INCOME & EXPENSES

- 3. Does the business keep inventory on hand? _____ Yes _____ No
Does the business have insurance on the inventory? _____ Yes _____ No
Sales tax ID# _____
What is the average age of inventory? _____
What is average monthly value of inventory? _____
- 4. Does the business have accounts receivables (A/R)? _____ Yes _____ No
How many accounts make up the A/R? _____ (Approximate)
Does the business factor A/R? _____ (Attach factoring agreement)
How old are the A/R? _____ (Supply age list if numerous)
What amount is reasonable collectable? _____
- 5. Is the business cyclical? _____ Yes _____ No
If so, what is the busy season? _____

What is the slow season? _____

6. Does the business own _____ lease _____ office space or real property?

Address of property _____
Monthly payment _____ Term of payments or lease _____
Date purchased or leased _____

7. Does the company lease business equipment or autos? _____ Yes _____ No

Describe the leased/rented items _____
Monthly payment _____ Term of lease _____

IF MORE THAN ONE ITEM, PLEASE ATTACH SEPARATE INFORMATION ON EACH LEASE.

8. Does the business carry the following insurance policies?

a. Commercial liability? Yes _____ No _____ Policy # _____
b. Workers Compensation? Yes _____ No _____ Policy # _____
c. Commercial Property? Yes _____ No _____ Policy # _____
d. Automobile Coverage? Yes _____ No _____ Policy # _____
e. Other (list)

Are all policies current?

9. Is the business required to have business license? _____ Yes _____ no

If so, please list: _____
Are the licenses current? _____ Yes _____ No

10. Attach a list of business assets, including the fair market value of each asset to include equipment, inventory, supplies, receivables and any other items.