

## Business Case Questionnaire

Date: \_\_\_\_\_

Debtor(s) Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

Business Name and type of business: \_\_\_\_\_

### Checklist:

- A. Provide a copy of current and prior years' personal income tax returns (all schedules and attachments).
- B. Provide copies of the prior two months' bank statements and check register.
- C. Provide copies of financial statements furnished to a third party, such as a trade creditor or a bank, within two years preceding the filing the petition including, but not limited to, the balance sheet, income statement and cash flow statement. If none, please advise.
- D. Provide copies of books and records of the business, such as a recent profit and loss statement. If your business is a corporation, provide a recent (within the last quarter) balance sheet showing assets and liabilities.
- E. Provide copies of current schedule of accounts receivable and accounts payable. If none, please advise.
- F. Provide copies of current insurance policies (declaration page), licenses and bonds.

### Questionnaire:

1. How long have you operated this business: \_\_\_\_\_

The business is: \_\_\_\_sole proprietorship, \_\_\_\_partnership, \_\_\_\_corporation

Does the business have employees? \_\_\_\_Yes \_\_\_\_No

If so, how many, not including the debtor(s)? \_\_\_\_\_

Does the business withhold taxes on these employees? \_\_\_\_Yes \_\_\_\_No

2. Does the business use independent contractors? \_\_\_\_Yes \_\_\_\_No

Are 1099s issued? \_\_\_\_Yes \_\_\_\_No

3. Does the business keep inventory on hand? \_\_\_\_Yes \_\_\_\_No \_\_\_\_Value

Do vendors allow your business to purchase inventory on credit? \_Yes \_No

List all suppliers and vendors who allow a trade credit account:

\_\_\_\_\_  
\_\_\_\_\_

4. What is the balance of the business accounts receivable (A/R)? \_\_\_\_\_

How many accounts make up the A/R? \_\_\_\_\_ (approximate)

Does the business factor the A/R? \_\_\_\_\_ (attach factoring agreement)

How old are the receivables? \_\_\_\_\_ (supply aged list if numerous)

What amount is reasonably collectible? \_\_\_\_\_

5. Is the business cyclical? \_\_\_\_Yes \_\_\_\_No

If so, please explain and list the busy and slow seasons \_\_\_\_\_

\_\_\_\_\_

Business Case Questionnaire  
Page Two

6. Does the company own or lease office space or other real property?

\_\_\_\_ Yes \_\_\_\_ No

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

Description of leased/rented items \_\_\_\_\_

Monthly payment \_\_\_\_\_

Term of lease \_\_\_\_\_

If more than one item, attach separate information for each lease.

8. Does the business carry the following insurance policies?

Policy number

a. Commercial liability? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_\_

b. Workers' compensation? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_\_

c. Commercial property? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_\_

d. Automobile coverage? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_\_

e. Other (list) \_\_\_\_\_

Are all policies current? \_\_\_\_ Yes \_\_\_\_ No

List insurance agency(is) \_\_\_\_\_

9. Is the business required to have any business licenses? \_\_\_\_ Yes \_\_\_\_ No

If yes, please list: \_\_\_\_\_

Are licenses current? \_\_\_\_ Yes \_\_\_\_ No

10. Is the business required to have any business bonds? \_\_\_\_ Yes \_\_\_\_ No

If yes, please list: \_\_\_\_\_

Are bonds current? \_\_\_\_ Yes \_\_\_\_ No

11. Are your business and personal records kept separately? \_\_\_\_ Yes \_\_\_\_ No

Are your books and records current and up-to-date? \_\_\_\_ Yes \_\_\_\_ No

Do you have: \_\_\_\_ CPA \_\_\_\_ accountant/bookkeeper \_\_\_\_ neither

If you have one of the above, whom? \_\_\_\_\_

Address and phone number \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Have all tax returns been filed, even if not paid? (income, payroll, local, etc.)

\_\_\_\_ Yes \_\_\_\_ No

If no, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_