

KYLE L. CARLSON, TRUSTEE

Office of Chapter 12 & 13 Bankruptcy Trustee

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2900 Momentum Place
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RE: Business Questionnaire

Pursuant to the Trustee Guidelines all Debtors that are self-employed must submit the attached form. The purpose of the form is to help the Trustee gain as much knowledge as possible of the business activities of the Debtor(s). The form will be reviewed prior to the First meeting of Creditors as to help expedite the actual meeting when it is held. The following points should be reviewed before the questionnaire is submitted to the Trustee:

- All information provided in the questionnaire should be complete and accurate.
- The questionnaire must have the original signature of all Debtors in the case.
- The questionnaire must be dated.
- A copy of the questionnaire should be kept by the debtor for future reference.

This report is due back in the Trustee's office 10 days prior to the first meeting of creditors.

Should you have any questions please call the Trustee, Kyle Carlson, or Becky x302.

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BUSINESS CASE QUESTIONNAIRE

The Trustee requires all debtors who are self-employed to complete the following questions. All questions should be answered. Use a separate page if additional room is needed but be sure to reference the additional page next to the item you are answering. All information provided must be complete and organized. Failure to provide detail and accurate information may result in the Trustee filing a motion to dismiss the case.

1. What circumstances lead you to file this Chapter 13 Bankruptcy?

2. Give description of business:

- a) List current names and all past names used by the business.
- b) Type of business that you operate.
- c) Main product and/or service.
- d) Is your business a: ___ Sole Proprietorship ___ Partnership ___ Corporation
 - e) Name of owners.
 - f) When did the current business start operating?
 - g) Location where the business is operated.
 - h) Are you leasing office space?
If yes, list all leases, terms of each lease, and if you wish to continue each lease.
 - i) Are you leasing any business equipment?
If yes, list all leases, terms of each lease, and if you wish to continue each lease.

j) Is your business seasonal?
 If yes, specify your good months and poor months and reason for fluctuation.

k) Have you pledged your receivables, rents, profits, or other cash as collateral or any loans?
 If yes, identify asset or revenue pledged.

3. Description of business assets:

Describe each item with a value over \$500	What would you sell the item for in its present condition?	How much did the item cost you originally?	The age of each

- b) What would you estimate the market value of your inventory to be? \$_____
- c) What would you estimate the market value of your accounts receivable to be? \$_____
- d) If you were to buy your business today, how much would you pay for your business? \$_____

4. Description of all bank accounts to which you have access:

a) Provide copies, not originals, of bank statements for all accounts for 6 months prior to the time of filing your Chapter 13 Case. (Note: the Trustee may request copies of one or more canceled checks from this time period in order to clarify data contained in the bank statements.)

b) Are you the only authorized signatory(ies) on the accounts? ____ yes ____ no
 If no, specify other persons that are an authorized signer _____

Bank Name	Account Number	Type of Account	Purpose

5. List all full time and part time employees:

Name of Employee	Position/Function	Salary	Part-time/Full-time

ADDITIONAL DOCUMENTATION NEEDED FOR:

6. **Proof of payment of employee withholding taxes:** (If you have employees, provide copies of proof of payment for 3 months prior to the month your case was filed).
7. **Proof of payment of sales taxes:** (If applicable, provide copies of proof of payment for 3 months prior to the month your case was filed).
8. **Provide a copy of your most recent federal tax return; meaning any applicable corporate or partnership tax returns. Your personal tax returns are required with other documentation and should be supplied to the Trustee's office 7 days prior to the 341 meeting.**
9. **Insurance:** In addition to the insurance listed in the Affidavit of Chapter 13 Debtors, provide copies of the policy or binder for the following (if applicable):
 - 1) Building, Contents and Liability
 - 2) Liquor liability insurance
 - 3) Worker's compensation insurance
 - 4) All other insurance for which premiums are currently being paid

10. Licenses: Provide copies of the following if applicable:

- 1) Business License (If a business license is not required for your business explain why) _____
- 2) Seller's permit _____
- 3) Contractor's license _____
- 4) Other license currently used _____

I/WE declare under penalty of perjury that the forgoing statement of information is true and correct to the best of MY/OUR knowledge, information and belief.

Dated: _____

Debtor

Joint Debtor

Case Number