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CHAPTER 13 TRUSTEE

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BUSINESS CASE QUESTIONNAIRE

Dated: _____

Debtor' (s) Name : _____

Case Number : _____

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 space is needed but be sure to reference the additional page next to the item you are answering. All information provided must be completed 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

If you stated your business is a corporation, please answer the following:

- Date of incorporation.
- Is the corporation in "good standing"?

When was the last report filed with the P. R. Department of State? _____

▪ Have shares of stock been issued? _____

If shares have been issued, indicate name and address of each shareholder, the amount of shares owned, date of purchase and the amount paid.

▪ Has there been a subscription of stock? _____

▪ Have corporate formalities been kept? _____

If yes, provide name and address of the custodian of the corporate records.

▪ Have any dividends been paid? If so, when and how much?

E. Name of co-owners or partners and percentage they hold.

F. Do you have an employer identification number (EIN)? If so, please state the same _____.

G. When did the current business start operating?

H. Location where the business is operated.

I. Are you leasing office space? _____ Yes _____ No
If yes, list all leases, terms of each lease, and if you wish to continue each lease.

J. Are you leasing any business equipment? _____ Yes _____ No
If yes, list all leases, terms of each lease, and if you wish to continue each lease.

K. Is your business seasonal? _____ Yes _____ No
If yes, specify your good months and poor months and reason for fluctuation.

L. Have you pledged your receivables, rents, profits, or other cash as collateral for any loans? If yes, identify asset or revenue pledged and the entity that holds the pledge.

3. Description of assets:

A. On a separate page, describe each item with a value over \$500.00. Also include:

- What you would sell the item for in its present condition and assuming a fair price.
- How much the item cost you originally.
- The age of each item.

B. What would you estimate the market value of your inventory to be? \$ _____

C. What would you estimate the market value of your account 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 six (6) months prior to the time of filing your Chapter 13 Case.

Note: The Trustee may request copies of one or more cancelled 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, other persons that are an authorized

<i>Bank Name</i>	<i>Account Number</i>	<i>Type of Account</i>	<i>Purpose</i>

5. List all full time and part time employee:

<i>Name of Employee</i>	<i>Employee or Professional Services Contract</i>	<i>Position Function</i>	<i>Monthly Salary</i>	<i>Part Time Full time</i>

6. Proof of payment of employee withholding taxes:

A. If you have employees, provide copies of proof of payment for three (3) months prior to the month your case was filed.

7. Federal and/or State Tax Returns:

A. Provide a copy of your last three (3) years federal and/or state tax return.

8. Insurance:

9. Licenses:

A. Provide in addition to the insurance listed in the Affidavit of Chapter 13 Debtors, provide copies of the policy or binder for the following:

- 1. Public liability insurance
- 2. State insurance fund

B. All other insurance for which premiums are currently being paid copies of the following if applicable:

- 1. Business License (If a business license is not required for your business explain:

Why: _____

C. Seller's permit

D. Contractor's license

E. Other licenses 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.

Date

Debtor (1) Signature

Date

Debtor (2) Signature

Forms/Office Forms/Business Cases