

## **INFORMATION CHECKLIST-BUSINESS**

**Please remember to bring ALL the following documents with you when you return to this office for your next appointment. We cannot complete and file your case until we have everything requested below:**

**Driver's license and social security card**

Please bring the original driver's license and social security card (no copies) for the agent of the business so that we can verify the identity.

**Articles of incorporation and business license**

Please bring a copy of the articles of incorporation organizing the business entity and a copy of the most recent business license.

**Property tax bill**

Please be sure you include the most recent property tax bills for any and all parcels of real estate (house, land, heir's property, etc.) that the business owns, is buying, that the business name is on.

**Registration and current mileage**

Please provide copies of the registration for each vehicle the business has in its possession as well as all vehicles with its name on them and the current mileage on that vehicle. Please include vehicles that the business is only a cosigner for the loan. Please also include any vehicles in the business's possession that it uses on a regular basis, even if it does not own the vehicle so that we can give a full disclosure to the court.

**Accounts receivable**

List any pending accounts receivable. Please include name, address, amount owed, and whether or not you believe the account to be collectible.

**Completed profit and loss forms**

If you have business software (such as QuickBooks) please print out a copy of the profit and loss statements for each month of the last year (12 months) as well as a year-to-date profit and loss for the current year, and a complete year profit and loss for each of the two previous years.

**Completed business equipment & item worksheet**

Please complete the business equipment and item worksheet. Please make sure you attached a detailed, itemized list for any categories that apply to the business.

**Bank Statements**

Please include bank statements for any and all bank accounts and financial accounts (please include statements for any Venmo, Cash App, or PayPal accounts) for the last two years (24) full months. We also need statements for any accounts that were open (and are now closed) during the last two years (24) months. Often you can get these online or copies at your bank. Please review your bank statements and identify all deposits. We will ask you specifically about each deposit when we go over your bank statements.

**Mortgages, contracts, bills, statements, and liens**

We also need copies of any and all mortgages, contracts, bills, statements or liens involving/encumbering any business property.

**Statements for debts**

Please bring statements or bills for every debt the business owes. It is crucial that we have a complete mailing address, payoff and account number for every debt. This includes car loans and mortgages even if they are current. If you received any bills or letters from a creditor in the last three (3) months, it is important that we respond to the address shown on that statement or letter. **Please remember that if we do not list a creditor or send notice to the correct address, the debt will not be addressed by the bankruptcy.**

**List of completed jobs**

Please bring a list of all jobs/work completed within the last year. Please include the name of the client/customer, date of completion, and address.

**Leases and/or contracts**

Please bring copies of any and all unexpired leases or contracts. This includes commercial business leases, shed leases, business equipment leases, credit card machine contracts, etc.

**List of payments/earnings/wages/draws paid to insiders**

An “insider” is the business owner and/or any friend or family members who assisted with the business whether or not they were on payroll. Please list all payments of any kind to insiders (including the owner of the business) for the last year (12 months). Please remember to include the date and amount of each payment, as well as the name and address of the recipient/insider paid.

**Last three years federal and state tax returns**

We need copies of the business’s federal and state income tax returns with all associated forms for the last three (3) years. If you were behind in your taxes and recently filed for multiple tax years, please bring all recently filed returns.

**Lawsuits and court papers**

Bring copies of any and all court papers served against you.