

**CHECKLIST OF REQUIRED DOCUMENTS FOR BUSINESS EXAMINATION
QUESTIONNAIRE**

Office of the Chapter 13 Trustee

You must submit COPIES of all of the following requested documents along with the Business Examination questionnaire to the Chapter 13 Trustee's office at least seven (7) calendar days prior to the 341 Meeting of Creditors.

- Business lease and/or warehouse space lease
- Description of assets over \$500.00
- List of Inventory and equipment
- Bank statements for all accounts for six months before filing
- Proof of payment of employees for three months prior to the month in which the case was filed
- Proof of payment of sales tax for three months prior to the month in which the case was filed
- Federal income tax returns along with all supporting schedules for at least two years preceding the filing.
- State income tax returns along with all supporting schedules for at least two years preceding the filing.
- Financial statements furnished to a third party (e.g. trade creditor or bank) within two years preceding the filing of the petition, including, but not limited to, balance sheets, income statements, cash flow statements.
- Appraisals or other third party valuations of real estate, equipment, inventories and other business property listed in bankruptcy schedules
- Current schedule of accounts receivable and accounts payable
- Current Insurance policies
- Licenses
 - Business license
 - Seller's permit
 - Contractor's license
 - Other
- Partnership agreements (if applicable)