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BUSINESS CLIENT INFORMATION WORKSHEET

NAME OF CORPORATION: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

COUNTY: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

FAX: _____

SOC. SEC. NO.: _____

OTHER TAX IDS: _____

TYPE OF BUSINESS: _____

MAIN PRODUCT OR SERVICE: _____

The business is a : _____ sole proprietorship _____ partnership
 _____ corporation _____ limited partnership
 _____ Sub-chapter S corporation _____ professional corporation
 _____ limited liability company _____ limited liability partnership
 _____ other _____

NAME AND PERCENTAGE INTEREST OF OWNER(S): _____

DATE OPENED THE BUSINESS: _____

IF INCORPORATED, DATE AND STATE OF INCORPORATION: _____

PRINCIPAL PLACE OF BUSINESS: _____

IDENTITY OF SHAREHOLDERS IF CLOSELY HELD: _____

What other business names have been used in the last eight (8) years?

PRIOR BANKRUPTCIES: If you have previously filed a bankruptcy petition within the last 8, please list the case number, date, and the location where filed on the lines following.

PENDING BANKRUPTCIES: If any business partner, entity owned by the debtor or entity that owns debtor has a bankruptcy pending, please list the case number, name of debtor, relation to the company, date and location where filed, and the bankruptcy judge on the lines following.

EXHIBIT "C" TO VOLUNTARY PETITION

If, to the best of the debtor's knowledge, the debtor owns or has possession of property that poses or is alleged to pose a threat of imminent and identifiable harm to the public health or safety, attach this Exhibit "C" to the petition.

WORKSHEET: YOUR PROPERTY

<p align="center">Corporate Property Provide detailed description What is it? Where is it?</p>	<p align="center">Market Value of Property</p>	<p align="center">Ownership Share (% , \$)</p>	<p align="center">Value of Liens (claims against property)</p>	<p align="center">Amount of Equity</p>	<p align="center">Exempt? If so, put exemption amount; if not write "No".</p>
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Real Property is land and things permanently attached to land. Included are unimproved land, factories, vacation cabins, condominiums, duplexes, rental property, mobile home park spaces, agricultural land, airplane hangars, and any other buildings permanently attached to land. It also includes property the company is entitled to by a trust and all property in which the company has any legal, equitable, or future interest. (All leases and time shares should be listed on the worksheet for Schedule G.)

<p>REAL ESTATE (Schedule A) (Attach Legal Desc. and Location; whether owned or leased; any property sublet)</p>					
<p>PERSONAL PROPERTY (Schedule B) 1. Cash on hand.</p>					
<p>2. Checking, savings, or other financial accounts, certificates of deposit, or shares in banks, savings and loan, thrift, building and loan, and homestead associations, or credit unions, brokerage houses, or cooperatives.</p>					
<p>3. Security deposits with public utilities, telephone companies, landlords, and others.</p>					

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<p>4. Household goods and furnishings, including audio, video, and computer equipment.</p>					
<p>5. Books, pictures, and other art objects, antiques, stamp, coin, record, tape, compact disk, and other collections or collectibles.</p>					
<p>6. Wearing apparel.</p>					
<p>7. Furs and jewelry.</p>					
<p>8. Firearms and sports, photographic, and other hobby equipment.</p>					
<p>9. Interests in insurance policies. Name insurance company of each policy and itemize surrender or refund value of each.</p>					
<p>10. Annuities. Itemize and name each issuer.</p>					

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<p>11. Interests in an education IRA as defined in 26 U.S.C. § 530(b)(1) or under a qualified State tuition plan as defined in 26 U.S.C. § 529(b)(1). Give particulars. (File separately the record(s) of any such interest(s). 11 U.S.C. § 521(c); Rule 1007(b)).</p>					
<p>12. Interests in IRA, ERISA, Keogh, or other pension or profit sharing plans. Give Particulars.</p>					
<p>13. Stock and interests in incorporated and unincorporated businesses. Itemize.</p>					
<p>14. Interests in partnerships or joint ventures. Itemize.</p>					
<p>15. Government and corporate bonds and other negotiable and nonnegotiable instruments.</p>					
<p>16. Accounts receivable</p>					
<p>17. Alimony, maintenance, support, and property settlements to which the debtor is or may be entitled. Give particulars.</p>					
<p>18. Other liquidated debts owing debtor including tax refunds. Give particulars.</p>					
<p>19. Equitable or future interests, life estates, and rights or powers exercisable for the benefit of the debtor other than those listed in Schedule A - Real Property.</p>					

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<p>20. Contingent and noncontingent interests in estate of a decedent, death benefit plan, life insurance policy, or trust.</p>					
<p>21. Other contingent and unliquidated claims of every nature, including tax refunds, counterclaims of the debtor, and rights to setoff claims. Give estimated value of each.</p>					
<p>22. Patents, copyrights and other intellectual property. Give particulars.</p>					
<p>23. Licenses, franchises and other general intangibles. Give particulars.</p>					
<p>24. Customer lists or other compilations containing personally identifiable information (as defined in 11 U.S.C. § 101(41A)) in customer lists or similar compilations provided to the debtor by individuals in connection with obtaining a product or service from the debtor primarily for personal, family, or household purposes.</p>					
<p>25. Automobiles, trucks, trailers and other vehicles and accessories.</p>					
<p>26. Boats, motors, and accessories.</p>					
<p>27. Aircraft and accessories.</p>					
<p>28. Office equipment, furnishings and supplies.</p>					

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<p>29. Machinery, fixtures, equipment and supplies used in business.</p>					
<p>30. Inventory.</p>					
<p>31. Animals.</p>					
<p>32. Crops- growing or harvested. Give particulars.</p>					
<p>33. Farming equipment and implements.</p>					
<p>34. Farm supplies, chemicals and feed.</p>					
<p>35. Other personal property of any kind not already listed. Itemize.</p>					

WORKSHEET: CORPORATE DEBTS - Secured and Priority

Creditor's Name and Address	Account No. and Date Incurred	Describe Debt	Who is Liable For Debt?	Balance Owed	Others Involved Name and Address (i.e. Collection Agency, Codebtor, etc.)
Secured debts are mortgages or any other loans where property is pledged as security. All other types of debt are unsecured.					
Mortgage(s)					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
Automobile Loans					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
List Other Secured Debts Below:					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
List priority claims below:					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
FEDERAL TAXES	Desc. Tax Due				<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
STATE TAXES	Desc. Tax Due				<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other

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Creditor's Name and Address	Account No. and Date Incurred	Describe Debt	Who is Liable For Debt?	Balance Owed	Others Involved Name and Address (i.e. Collection Agency, Codebtor, etc.)
Secured debts are mortgages or any other loans where property is pledged as security. All other types of debt are unsecured.					
List all Unsecured Debts below:					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
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					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other

WORKSHEET: LEASES OR CONTRACTS

Name and Address of Other Parties to Lease or Contract	Description of Contract or Lease

WORKSHEET: CORPORATE INCOME

Regular monthly income (attach a detailed statement)	DEBTOR	JOINT DEBTOR
Monthly income from real property		
Monthly interest and dividends		
Other monthly income		
Describe any increase or decrease of more than 10% in any previous category anticipated to occur in the year following this filing.		

List all full time and part time employees (use a separate page if necessary)

Employee Name	Job Title	Monthly Salary	Full time or Part time

List names of all independent contracts and amount paid to each, for the past two years:

WORKSHEET: EXPENSES

Current monthly payroll, gross wages, salary, commissions (pro-rate if not paid monthly; provide proof of payment)	DEBTOR(S)
Estimated monthly overtime	
Payroll Taxes	
Insurance deducted	
Union dues deducted	
Other payroll deductions- specify	
Social Security	
Pension or retirement (Keogh, SEP, 401(k), IRA)	
Leases and mortgages Does this include real estate taxes? Does this include property insurance?	
Electricity and heating fuel (average monthly)	
Water and sewer (average monthly)	
Telephone (average monthly)	
Other utilities (average monthly)	
Facility maintenance	
Advertising	
Benefits (medical, dental, retirement)	
Automobiles, trucks	
Recreation, clubs and entertainment, newspapers, etc.	
Charitable contributions	

WORKSHEET: EXPENSES

Life insurance	DEBTOR(S)
Health insurance	
Auto insurance	
Disability insurance	
Professional liability insurance	
Business liability insurance	
Worker's compensation insurance	
Real and /or personal property insurance	
Other insurance - specify	
Other taxes	
Other installment payments	
Other expenses	
Describe any increase or decrease in expenditures reasonably anticipate to occur within the year following the filing of this document.	

Form 7: Statement of Financial Affairs
 (numbers correspond to Form 7's questions)

1. Income from operation of business.

Enter each income source for the past two years. Specify the amount of income and the fiscal year.

Sources (name and address)	Amount	Fiscal Period

2. Income other than from operation of business.

Enter sources of any other income during the past two years. Specify the amount of income and the fiscal year.

Sources (name and address)	Amount	Fiscal Period

3a. Individual or joint debtor(s) with primarily consumer debts: List payments made to any creditor during the last 90 days.

Creditors (name and address)	Dates of Payments	Amount Paid	Amount Still Owing

3b. Debtor whose debts are not primarily consumer debts: List payments made to any creditor during the last 90 days.

Creditors (name and address)	Dates of Payments/Transfers	Amount Paid	Amount Still Owing

3c. List payments made to insider creditors during the last year.

Creditors (name and address)	Dates of Payments	Amount Paid	Amount Still Owing

4a. Were you sued or did you sue anybody last year (12 months)? _____

If yes, list the following on back of this sheet: caption of suit, case number, nature of proceeding, court and location, status/disposition; and attorney representing.

4b. List any property garnished, attached or seized during the last year by a creditor.

Creditor (name and address)	Date of seizure	Description and value of property

5. List any repossessions, foreclosures and voluntary returns during the last year.

Creditor (name and address)	Date of repossession	Description and value of property

6a. Describe any assignment of property for the benefit of creditors made within the last 120 days.

On the back of this sheet list the name and address of assignee, date of assignment and terms of assignment or settlement.

6b. List all property which has been in the hands of a custodian, receiver, or court-appointed official during the past year.

On the back of this sheet list the name and address of custodian, name and location of court, case title and number, date of order, description and value of property.

7. List all gifts or charitable contributions made during the last year except ordinary and usual gifts to family members totaling less than \$200 per family member and \$100 per charitable recipient.

Recipient (name and address)	Relationship (if any)	Date of gift	Description and value of gift

8. List all losses from fire, theft, other casualty or gambling during the past year.

On the back of this sheet list the description and value of property, circumstance of loss, if loss was covered by insurance (give particulars) and date of loss.

9. List all payments made or property transferred by or on behalf of the debtor to any persons, including attorneys, for consultation concerning debt consolidation, relief under the bankruptcy law or preparation of a petition in bankruptcy during the past year.

Payee (name and address)	Date of Payment, Payor	Amount Paid or Value of property transferred.

10a. List all other property, other than property transferred in the ordinary course of the business or financial affairs of the debtor, transferred either absolutely or as security during the past two years to creditor or family member.

Transferee & relationship (name and address)	Date	Describe property transferred, and value received

10b. List all other property transferred by the debtor during the past ten years to a self settled trust or similar device of which the debtor is a beneficiary.

Trust or other device (name)	Date	Amount of money or value of property or debtor's interest in property

11. List all financial accounts and instruments held by or for the benefit of the debtor which were closed, sold or otherwise transferred in the past year. Include checking, savings, or other financial accounts, CDs, shares and share accounts held in banks, credit unions, pension funds, brokerage houses, etc.

Institution (name and address)	Acct type & number Amt of Final Balance	Amount & date of sale or closing

12. List each safe deposit or other box or depository in which you have had valuables within the past year.

Institution (name and address)	Who has access? (names and address)	Description of contents	Date of transfer or surrender

13. List all setoffs (money taken from an account to repay a loan at the same bank as where your money has been deposited) made by any creditor, including a bank, against a debt of the debtor within the past 90 days.

Creditor (name and address)	Date of setoff	Amount of setoff

14. List all property OWNED by another person or entity that the debtor holds or controls.

Owner (name and address)	Description & value of property	Location of property

15. If the corporation has moved within the last THREE years, list all premises occupied and vacated during that period.

Address	Name used	Dates of occupancy

16. Identify the name of debtor's spouse or former spouse who resided with the debtor in a community property state in the EIGHT years immediately preceding the commencement of the case.

Name

17. List the name and address of every site for which the corporation has received notice in writing by a governmental unit that the corporation may be liable or potentially liable under or in violation of an Environmental Law.

"Environmental Law" means any federal, state or local statute or regulation regulating pollution, contamination, releases of hazardous or toxic substances, wastes or material into the air, land, soil, surface water, groundwater, or other medium, including, but not limited to, statutes or regulations regulating the cleanup of these substances, wastes, or material.

"Site" means any location, facility, or property as defined under any Environmental Law, whether or not presently or formerly owned or operated by you, including, but not limited to, disposal sites.

"Hazardous Material" means anything defined as a hazardous waste, hazardous substance, toxic substance, hazardous material, pollutant, or contaminant or similar term under an Environmental Law.

Indicate the governmental unit, the date of the notice, and if known, the Environmental Law:

Site Name and Address	Name And Address of Governmental Unit	Date of Notice	Environmental Law

b. List the name and address of every site for which you provided notice to a governmental unit of a release of Hazardous Material. Indicate the governmental unit to which the notice was sent and the date of the notice.

Site Name and Address	Name And Address of Governmental Unit	Date of Notice	Environmental Law

c. List all judicial or administrative proceedings, including settlements or orders, under any Environmental Law with respect to which you are or were a party. Indicate the name and address of the governmental unit that is or was a party to the proceeding, and the docket number.

Name And Address of Governmental Unit	Docket Number	Status or Disposition

18. If you are an individual, list the names, addresses, taxpayer identification numbers, nature of the business, and beginning and ending dates of all businesses in which you were an officer, director, partner, or managing executive of a corporation, partnership, sole proprietorship, or were a self-employed professional within the last six years, or in which you owned 5 percent or more of the voting or equity securities within the last six years.

If you are a partnership, list the names, addresses, taxpayer identification numbers, nature of the business, and beginning and ending dates of all businesses in which you were a partner or owned 5 percent or more of the voting or equity securities, within the last six years.

If you are a corporation, list the names, addresses, taxpayer identification numbers, nature of the business, and beginning and ending dates of all businesses in which the debtor was a partner or owned 5 percent or more of the voting or equity securities within the last six years.

Name	Last four digits of Soc. Sec. No./ Complete EIN or other taxpayer I.D. No.	Address	Nature of Business	Beginning and Ending Dates

Identify any business listed above, that is "single asset real estate."

Name	Address

19. Books, records and financial statements

a. List all bookkeepers and accountants who within the two years immediately preceding the filing of this bankruptcy case kept or supervised the keeping of books of account and records of the debtor.

Bookkeepers (name and address)	Dates Services Rendered

b. List all firms or individuals who within the two years preceding the filing of this bankruptcy case have audited the books of account and records, or prepared a financial statement of the debtor.

Auditors (name and address)	Dates Services Rendered

c. List all firms or individuals who at the time of the commencement of this case were in possession of the books of account and records of the debtor. If any of the books and records are not available, explain.

Name	Address

d. List all financial institutions, creditors and other parties, including mercantile and trade agencies, to whom a financial statement was issued within the two years immediately preceding the commencement of this case by the debtor.

Name & Address	Date Issued

20. Inventories

a. List the dates of the last two inventories taken of your property, the name of the person who supervised the taking of each inventory, and the dollar amount and basis of each inventory.

Date of Inventory	Inventory Supervisor	Dollar Amt of Inventory

b. List the name and address of the person having possession of the records of each of the two inventories reported on a, above.

Date of Inventory	Custodian (name and address)

21. Current partners, officers, directors and shareholders

a. If the debtor is a partnership, list the nature and percentage of partnership interest of each member of the partnership.

Members (name and address)	Nature of Interest	Percentage of Interest

b. If the debtor is a corporation, list all officers and directors of the corporation, and each stockholder who directly or indirectly owns, controls, or holds 5 percent or more of the voting securities of the corporation.

Name and Address	Title	Nature and Percent of Stock Ownership

22. Former partners, officers, directors and shareholders

a. If the debtor is a partnership, list each member who withdrew from the partnership within one year immediately preceding the commencement of this case.

Name	Address	Date of Withdrawal

b. If the debtor is a corporation, list all officers and directors whose relationship with the corporation terminated within one year immediately preceding the commencement of this case.

Name and Address	Title	Date of Termination

23. Withdrawals from a partnership or distributions by a corporation to an insider. *attach separate sheet, if necessary

If the debtor is a partnership or corporation, list all withdrawals or distributions credited or given to an insider, including compensation in any form, bonuses, loans, stock redemptions, options exercised and any other perquisite during one year immediately preceding the commencement of this case.

Recipient (Name and Address) Relation to Debtor	Date and Purpose of Withdrawal	Amount of Money or Description and Value of Property

24. If debtor is a corporation, list the name and federal taxpayer identification number of the parent corporation of any consolidated group for tax purposes of which you have been a member at any time within the last six years .

Name of Parent Corporation	Taxpayer Identification Number (EIN)

25.

If debtor is not an individual, list the name and federal taxpayer identification number of any pension fund to which you, as an employer, have been responsible for contributing at any time within the last six years .

Name of Pension Fund	Taxpayer Identification Number (EIN)