



## BUSINESS CLIENT INFORMATION WORKSHEET

Name of Company \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (If Different from Street Address) \_\_\_\_\_

County \_\_\_\_\_

Main Contact Phone Number \_\_\_\_\_

Alternate Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Tax ID Number(s) (TINS, EINS, Etc.) \_\_\_\_\_

Other Business Name(s) Used in the Last 8 Years (DBAS, FDBAS, Etc.) \_\_\_\_\_

### THIS BUSINESS IS A:

- Sole Proprietorship
- Partnership
- Corporation Name(s) of Partners: \_\_\_\_\_
- Sub-chapter S Corporation
- Professional Corporation
- Limited Liability Company (LLC)
- Limited Liability Partnership (LLP)

Name(s) and Percentage of Owner(s) \_\_\_\_\_

Date Business Opened \_\_\_\_\_

If Registered with the Secretary of State, Date(s) and State(s) of Registration \_\_\_\_\_

### PRIOR BANKRUPTCIES

Has the business ever filed bankruptcy? If so, provide date of filing, location where filed and case number: \_\_\_\_\_

### PENDING BANKRUPTCIES

If any business partner, entity owned by the debtor or entity that owns the debtor has a bankruptcy pending, please list the case number, name of debtor, relation to the company, date filed and location where filed: \_\_\_\_\_

### EXHIBIT TO VOLUNTARY PETITION

To the best of debtor's knowledge, does the debtor own or have possession of property that poses or is alleged to pose a threat of imminent and identifiable harm to the public health or safety? \_\_\_\_\_



## BUSINESS CLIENT INFORMATION WORKSHEET *continued*

### RECORD-KEEPING

While the business is/was operating, who had possession of the business books and financial records? *(Please provide name(s) of individual(s) and their role.)* \_\_\_\_\_

### FINANCIAL STATEMENTS

Were any financial statements or loan applications prepared for or provided to any lending institution? \_\_\_\_\_

If yes, to whom were the statements given? \_\_\_\_\_

Does the business have any employees? \_\_\_\_\_

If yes, how many employees? \_\_\_\_\_

Are there any unpaid wages owed directly to employees? \_\_\_\_\_

Are there any payroll taxes due to the IRS or any state? \_\_\_\_\_

Does the business own or have any interest in any land or buildings? \_\_\_\_\_

If yes, please provide legal description(s) and fair market value(s) for all land or buildings: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FOR ALL BUSINESSES

Please attach a complete list of all business bank accounts with current account balances and business assets with fair market values for each asset. Common business assets include inventory, tools, machinery and equipment, vehicles, accounts receivable and any money owed to the business.

Please also attach a year-to-date Profit and Loss report (if not available, write down all income and all expenses). Please also include a Profit and Loss report for the previous year showing all twelve months of income and expenses so that we can see any spikes or cycles in income or expenses.