

**OFFICE OF THE CHAPTER 13 STANDING TRUSTEE - DETROIT
TAMMY L. TERRY**

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TRUSTEE'S QUESTIONNAIRE
RE: BUSINESS OPERATIONS

NAME OF DEBTOR(S) D/B/A CASE NO.

PETITION DATE DATE OF 341 & ADJ. CONFIRMATION HRG.

1. Circumstances leading to filing the Chapter 13.

2. Description of business.
 - A. Current name & past names.

 - B. Type of business.

 - C. Main product or service.

 - D. Incurs trade credit Yes No

 - E. Sole proprietorship: Partnership: Corp.: LLC:

 - F. Name of owner(s).

 - G. Date operations began.

 - H. Business location.

 - I. Lease of business premises & terms of lease (assume or reject).

J. Lease of equipment & terms (assume or reject).

K. Seasonal business (if yes, specify good months v. bad months).

L. Are any assets pledged as collateral? If yes, provide detail (i.e. name of creditor, type of loan, collateral, perfection documents, etc.)

3. Assets

A. Description of all assets > \$500.00

B. Fair market value of real estate and how value was determined.

C. Fair market value of personal property and how value was determined.

D. Fair market value of inventory and how value was determined.

E. Fair market of general intangibles (patents, trade marks, etc.) and how value was determined.

F. Value of business as a going concern.

4. Location and type of bank accounts (provide copies of statements for last 6 months).
5. Authorized signatory(ies) on bank accounts.
6. List all employees, with position, salary or hourly wage, and part or full time.
7. Proof of payment of withholding taxes.
8. Proof of payments of sales taxes.
9. Tax Returns.
 - Copies of Federal Tax Returns (last 2 years).
 - Are all tax returns filed?
 - Copies of State Tax Returns (last 2 years)

10. Insurance – provide copies of all policies or binders for:

- Liquor liability.
- Workers' Compensation
- General liability.
- All other policies.

11. Licenses – provide copies of all applicable licenses necessary to operate business.

If a license is not required explain why.

- Seller's permit.
- Contractor's license.
- All other applicable licenses.

12. Have any grievances been filed with any federal agency?

13. Who maintains the financial records?

14. What records are maintained?

- Cash receipts journal
- Cash disbursements journal
- General journal
- Accounts receivable ledger
- Accounts payable ledger
- Payroll ledger
- Fixed asset ledger
- Inventory ledger
- General ledger
- Balance Sheet
- Profit & Loss Statement
- Cash Flow Statement

15. Where are the records located?

16. Who is responsible for preparing financial statements?

17. How often are financial statements prepared?

18. Calendar year or fiscal year?

19. Do you have an Accountant? If yes, provide name & address.