

**MARIA M. YIP
UNITED STATES BANKRUPTCY TRUSTEE**

URGENT: BUSINESS DEBTOR FORM AND REQUIRED DOCUMENT CHECKLIST

Business Name: _____ **Case Number:** _____

Did the business operate under any other names? _____

Describe the nature of the business? _____

Are there accounts receivable? _____ YES _____ NO

If yes, how much is owed in accounts receivable? \$ _____

Does the business own assets? _____ YES _____ NO

How much are the assets worth? _____

Which bank(s) did the business use? _____

Which accounting software did the business use? _____

When was the business started? _____ (mm/dd/yyyy)

When did the business cease operations? _____ (mm/dd/yyyy)

IMPORTANT NOTES FOR ATTORNEYS

1. THE FOLLOWING MUST BE IMMEDIATELY SENT VIA COURIER TO MY OFFICE:

- a) All keys and alarm codes for the business or any vehicles;
- b) Proof of Insurance for all assets (real and personal property), insurance policies and binders of insurance relative to the operation of business, any real property, liability, assets, etc.; and
- c) The location and address of the branch for all bank accounts, security deposits, utility deposits, and accounts receivable.

2. THE FOLLOWING MUST BE RECEIVED BY MY OFFICE NO LATER THAN TEN (10) DAYS PRIOR TO THE FIRST MEETING OF CREDITORS (No mailing or faxing of documents. All documents must be uploaded through Epiq Document Delivery System and you must bring the upload receipt to the First Meeting of Creditors.)

- Names and addresses of all current Corporate Officers, with the names and addresses of all Corporate Officers and Directors of any corporation or entity associated with the Debtor, including terms of office, for the past three (3) years
- Every inventory of the Debtor's premises conducted by or on behalf of any party within the last two (2) years.
- Tax returns filed with any entity within the last 3 years by or on behalf of the Debtor.
- All books and records of the Debtor for the last **two (2) years**, including but not limited to accounts payable, accounts receivable, payroll records, and bank records including but not limited to all bank statements and canceled checks.
- Any financial statements prepared by or on behalf of the Debtor within the last two (2) years, whether or not actually submitted to any third party.
- Any documentation relative to the transfer of any property, or equipment (other than the sale of inventory in the ordinary course of business) from the Debtor's premises within one (1) year of filing bankruptcy.
- Any documentation relative to lawsuits which the Debtor was a party within the last (2) years.
- Any documentation relative to loss of Debtor's assets, if any within the last two (2) years, including but not limited to police reports, insurance claims and settlement documentation.
- Copy of any leases to which Debtor has been a party within the last two (2) years.

**** Please be aware that the Trustee is required to continue the Creditors' Meeting until all documentation is provided. If not provided, the Trustee will file a Motion to Dismiss.****