

NICOLE TESTA MEHDIPOUR  
 UNITED STATES BANKRUPTCY TRUSTEE  
 SOUTHERN DISTRICT OF FLORIDA

**URGENT**

**BUSINESS DEBTOR FORM AND REQUIRED DOCUMENT CHECKLIST**

**PLEASE ANSWER THE FOLLOWING QUESTIONS AND UNDERSTAND THAT YOUR ANSWERS ARE GIVEN UNDER PENALTY OF PERJURY**

**EMAIL TO TRUSTEE@NTMLAWFIRM.COM**

What is the Name of the Business?	
What is the Case Number?	
What is the EIN of the Business?	
What is the name of the person providing the information for this questionnaire?	Are you an authorized representative of Business? <span style="float: right;">Former title</span>
Did the Business Operate under any other names? (if so, list)	
Describe the nature of the business?	
Does the business own assets? If yes, what is the value?	
Are the assets insured? By whom?	
What is the alarm company to the business premises?	What is the alarm code?
Where are physical assets located?	
What is the name of the bank and account number?	
Are there additional bank accounts? (if so, list details)	
Are there accounts receivable? If yes, who owes? Provide contact information.	
If yes, how much is owed in accounts receivable?	
Which accounting software did the business use?	<input type="checkbox"/> QuickBooks Online? <span style="float: right;">username</span> <span style="float: right;">password</span> <input type="checkbox"/> Other _____
When did the business start operating?	(mm/dd/yyyy)
Does the business have a mailbox and/or PO Box?	
When did the business cease operations?	(mm/dd/yyyy)
Does the business have a 401k, or employee benefit plan?	<input type="checkbox"/> yes <span style="float: right;">If yes, provide details</span> <input type="checkbox"/> no
If so, what is the name of the plan administrator?	Name _____ Phone # _____ Email: _____
Does the business have any insurance coverage?	<input type="checkbox"/> yes <span style="float: right;">If yes, provide policy</span> <input type="checkbox"/> no
Does the business have Director and Officer insurance coverage?	<input type="checkbox"/> yes <span style="float: right;">If yes, provide policy</span> <input type="checkbox"/> no

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**IMPORTANT NOTES FOR ATTORNEYS**

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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.
- d) Login information for all computers, servers, software.

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 the Trustee's portal 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 documents relative to lawsuits which the Debtor was a party within the last two (2) years.
- Any documents relative to a 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.

**I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED HEREIN IS TRUE, COMPLETE AND CORRECT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_**

**PRINT NAME OF DEBTOR BUSINESS**

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**CASE NO.** \_\_\_\_\_

**PRINT NAME OF AUTHORIZED REPRESENTATIVE**

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**SIGNATURE**

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