

**CHAPTER 11 QUESTIONNAIRE**

This questionnaire should be completed by or on behalf of the debtor. The debtor is the person or business for whom the chapter 11 case is to be filed. Each question should be answered completely. If more space is needed, use the back of the sheet. In answering the questions, the term "during the last year" means during the last 365 days. If the person answering a question does not understand the question, write "don't understand" after the question. Do not guess at any answers. WARNING: Official bankruptcy forms will be prepared from the information supplied on this questionnaire, and the forms will be signed under oath by the debtor or by an officer of the debtor. A failure to disclose assets or property in a bankruptcy proceeding is a federal crime, and if the bankruptcy forms do not contain complete and accurate information, the case may be dismissed or converted to a chapter 7 case by the bankruptcy court.

**Section A - Preliminary Information**

1. List the name of the person or persons completing these worksheets: \_\_\_\_\_
2. List the date or dates upon which these worksheets were completed: \_\_\_\_\_

**Section B - Petition Information**

1. What is the present complete legal name of the debtor? \_\_\_\_\_  
\_\_\_\_\_
2. List all trade names, assumed names, or other names under which the debtor has transacted business during the last six years: \_\_\_\_\_  
\_\_\_\_\_
3. List the Debtor's Federal Employer's Tax Identification number or Social Security numbers: \_\_\_\_\_
4. List the address of the principal place of business of the Debtor: \_\_\_\_\_  
\_\_\_\_\_
5. How long has this been the debtor's principal place of business? \_\_\_\_\_ If less than 180 days, list the address of the debtor's previous principal place of business? \_\_\_\_\_  
\_\_\_\_\_
6. List the address of each other location where the debtor presently conducts business: \_\_\_\_\_  
\_\_\_\_\_

7. Give a brief description of the type or nature of the debtor's business: \_\_\_\_\_  
\_\_\_\_\_

8. Where are the debtor's principal assets located and how long have they been located there? \_\_\_\_\_  
\_\_\_\_\_

9. Are any of the debtor's securities registered with the Securities and Exchange Commission? \_\_\_\_\_ If so, list the Securities and Exchange Commission file number: \_\_\_\_\_  
\_\_\_\_\_

10. If the debtor is a corporation, list the name and address of each shareholder, the number of shares held by each shareholder, and the type of stock or security held by each shareholder: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Does the debtor own stock in or otherwise control any corporation? \_\_\_\_\_ If so, list the name of each corporation and the amount of stock or other form of control in the corporation held by the debtor: \_\_\_\_\_  
\_\_\_\_\_

**Section C - Statement of Affairs Information**

1. Have the debtor's business operations been terminated? \_\_\_\_\_  
If so, on what date? \_\_\_\_\_

2. When did the debtor begin its present business? \_\_\_\_\_  
\_\_\_\_\_

3. Has the debtor conducted business with any other person or entity during the last six years? \_\_\_\_\_ If so, give the address of each business, the nature of each business, the periods for which each business was conducted, and names of each partner or other person with whom the debtor conducted each business: \_\_\_\_\_  
\_\_\_\_\_

4. List the name and address of each person who has kept or been responsible for the keeping of the debtor's records and books of account during the last six years: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. List the name and address of each person or entity that has audited the debtor's records and books of account during the last six years: \_\_\_\_\_  
\_\_\_\_\_

6. List the name and address of each person or entity that has possession of the debtor's records and books of account: \_\_\_\_\_

\_\_\_\_\_

7. If any of the debtor's records and books of account are not available, explain why they are not available: \_\_\_\_\_

\_\_\_\_\_

8. Have any of the debtor's records and books of account been destroyed, lost, or otherwise disposed of during the last two years? \_\_\_\_\_ If so, explain fully: \_\_\_\_\_

\_\_\_\_\_

9. Has the debtor issued any written financial statements during the last two years? \_\_\_\_\_ If so, give the date of each statement and the name and address of the person or entity to whom it was issued: \_\_\_\_\_

\_\_\_\_\_

10. When was the last inventory of the debtor's property taken? \_\_\_\_\_ By whom, or under whose supervision, was the inventory taken? \_\_\_\_\_ Was the inventory taken at cost, market value or otherwise? \_\_\_\_\_ What was the amount, in dollars, of the inventory? \_\_\_\_\_

11. When was the next previous inventory of the debtor's property taken? \_\_\_\_\_ By whom, or under whose supervision, was the inventory taken? \_\_\_\_\_ Was the inventory taken at cost, market value or otherwise? \_\_\_\_\_ What was the amount, in dollars, of the inventory? \$ \_\_\_\_\_

12. How much income did the debtor receive other than from the operation of its business during each of the last two years? \$ \_\_\_\_\_. \$ \_\_\_\_\_. List the sources of the income and the amount received from each source: \_\_\_\_\_

\_\_\_\_\_

13. In whose possession are copies of the debtor's federal, state, and local income tax returns for each of the last three years? \_\_\_\_\_

14. Has the debtor received any tax refunds during the last two years? \_\_\_\_\_ If so, give the amount and source of each refund: \_\_\_\_\_

15. Is the debtor entitled to any tax refunds? \_\_\_\_\_ If so, give the amount and source of each refund: \_\_\_\_\_

\_\_\_\_\_

16. List all bank accounts, including certificates of deposit or shares, that the debtor has maintained, either alone or with another party, during the last two years, showing the name and address of each institution, the name and number of each account or certificates, and the name and address of each person authorized to make withdrawals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. List all safe deposit boxes or other depositories kept or used by the debtor during the last two years, showing the name and address of each bank or depository, the name in which each box or depository was kept, the name and address of each person with a right of access, and a description of the contents of each box or depository: \_\_\_\_\_  
\_\_\_\_\_

Has such a box or depository been surrendered or transferred during the last two years? \_\_\_\_\_ If so, list the date of the surrender or transfer and, if transferred, the name and address of the transferee: \_\_\_\_\_  
\_\_\_\_\_

18. Is the debtor holding any property for any other person? \_\_\_\_\_  
\_\_\_\_\_ If so, list the name and address of such person, describe the property, give the amount or value of the property, and attach copies of any written documents relating to the transaction: \_\_\_\_\_  
\_\_\_\_\_

19. Is any other person holding any property that the debtor owns or has an interest in? \_\_\_\_\_ If so, describe the property and give the name and address of the person holding the property, the location of the property and the circumstances of the holding: \_\_\_\_\_  
\_\_\_\_\_

20. Has another bankruptcy case ever been filed by or against the debtor? \_\_\_\_\_ If so, list the date, the name of bankruptcy court, and the case number for each case: \_\_\_\_\_  
\_\_\_\_\_

21. Is any of the debtor's property being held by a receiver, trustee, or other liquidating agent? \_\_\_\_\_ If so, describe the property, give the name and address of the party holding the property, and describe the circumstances of the holding: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22. Has the debtor made an assignment of property for the benefit of creditors, or any other general settlement with creditors, during the last two years? \_\_\_\_\_ If so, give the dates and other particulars and attach copies of any relevant documents: \_\_\_\_\_

\_\_\_\_\_

23. Is the debtor a party to any pending Lawsuit? \_\_\_\_\_ If so, list each lawsuit and attach copies of documents or pleadings describing the nature and status of each lawsuit. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

24. Has the debtor been a party to any lawsuit that has been terminated within the last two years? \_\_\_\_\_ If so, list each lawsuit and attach copies of documents showing the nature and result of each lawsuit. \_\_\_\_\_

\_\_\_\_\_

25. Has any property of the debtor been attached, garnished, or seized by creditors during the last year? \_\_\_\_\_ If so, describe the property attached or seized or the party garnished, name the creditor who filed the proceeding, and give the date of the attachment, seizure or garnishment: \_\_\_\_\_

\_\_\_\_\_

26. Has the debtor made any payments, in whole or in part, on any loans or debts during the last year? \_\_\_\_\_ If so, for each loan or debt list the amount and date of the original loan or debt, the amounts and dates of any payments, the name and address of the person receiving payment, and describe the relationship, if any, between the debtor and the person receiving the payment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

27. Has the debtor made any payments on installment purchases of goods or services during the last year? \_\_\_\_\_ If so, list the information requested in the previous question for each such installment purchase: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

28. Have any debts of the debtor been setoff by any bank or other creditor against debts owed to the debtor by the bank or other creditor during the last year? \_\_\_\_\_ If so, for each setoff list the name and address of the bank or creditor, the date and amount of the setoff, and the relationship between the bank or creditor and the debtor: \_\_\_\_\_

29. Has the debtor made any gifts, other than charitable donations and usual presents to family members, during the last year? \_\_\_\_\_ If so, for each such gift list the name and address of the person receiving the gift, the date of the gift, a description of the gift, and the value of the gift: \_\_\_\_\_

30. Has the debtor transferred, pledged, mortgaged, or otherwise disposed of any property during the last year not in the ordinary course of business? \_\_\_\_\_ If so, for each transaction list a description of the property involved, the date of the transaction, the consideration received by the debtor in the transaction and the disposition of the consideration by the debtor, and the name of the other party to the transaction and the relationship of that party to the debtors: \_\_\_\_\_

31. Has the debtor assigned any of its accounts or other receivables during the last year? \_\_\_\_\_ If so, for each assignment list the date of the assignment and the name and address of the party to whom the assignment was made: \_\_\_\_\_

32. Has any of the debtor's property been repossessed by or returned to the seller, lessor, or mortgage holder during the last year? \_\_\_\_\_ If so, for each repossession or return list the name and address of the party obtaining the property, the date of the repossession or return, a description of the property, and the value of the property: \_\_\_\_\_

33. Is the debtor a tenant in any business property? \_\_\_\_\_ If so, for each property list the name and address of the landlord, the amount of rental payments, the date to which the rent has been paid, and the amount of any deposit or security held by the landlord: \_\_\_\_\_

34. Has the debtor suffered any losses from fire, theft, or gambling during the last year? \_\_\_\_\_ If so, give the particulars for each loss, including names, dates, places, amounts, a description of the property lost, and whether the property lost was covered by insurance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

35. If the debtor is an individual proprietor of his or her business, list the date and amount of each withdrawal of funds or property from the business made by the debtor during the last year: \_\_\_\_\_  
\_\_\_\_\_

36. If the debtor is a partnership or corporation, list the date, amount, nature and the recipient's name and relationship to the debtor for each withdrawal of funds or property from the business (including any compensation, bonuses, or loans received from the business by the recipient) made during the last year by any partnership member, officer, director, insider, managing executive, or shareholder of the debtor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

37. List the name, address, and date of consultation for each attorney with whom the debtor has consulted during the last year: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

38. Has the debtor during the last year paid or transferred any property to any attorney or other person for the rendering of services in connection with this chapter 11 case? \_\_\_\_\_ If so, list the recipient's name, the date of the payment or transfer, and the amount of money paid or a description and the value of the property transferred: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

39. Has the debtor agreed during the last year to pay any money or transfer any property to any attorney or other person for the rendering of services in connection with this case? \_\_\_\_\_ If so, attach a copy of each written agreement and list the particulars of each verbal agreement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

40. If the debtor is a partnership, list the name and address of each member of the partnership: \_\_\_\_\_  
\_\_\_\_\_

List the name, address, date of withdrawal, and reason for withdrawal of every person that has withdrawn from the partnership during the last year: \_\_\_\_\_  
\_\_\_\_\_

41. If the debtor is a corporation, list the name, address, and title of every officer, director, insider and managing executive of the debtor, and the name and address of each stockholder of the debtor holding 20% or more of the debtor's stock: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the name, address, and reason for termination of each former officer, director, insider, or managing executive of the debtor whose relationship with the debtor has been terminated during the last year: \_\_\_\_\_  
\_\_\_\_\_

Has any stockholder of the debtor holding 20% or more of the debtor's stock disposed of more than 50% of such stock during the last year? \_\_\_\_\_ If so, list the name and address of each person and the reason for the disposition, if known: \_\_\_\_\_  
\_\_\_\_\_

Has any person acquired or disposed of 20% or more of the outstanding stock of the debtor during the last year? \_\_\_\_\_ If so, list the name and address of each person and the particulars of each transaction: \_\_\_\_\_  
\_\_\_\_\_

**Section D - "A" Schedule Information**

1. When this chapter 11 case is filed, will the debtor owe any wages, salaries, commissions, or vacation, severance or sick leave pay to any employee? \_\_\_\_\_ If so, attach a statement showing the name of each such employee, the amount owed to each employee, and the dates when the unpaid compensation was earned.
  
2. When this chapter 11 case is filed, will the debtor owe any contributions to employee benefit plans? \_\_\_\_\_ If so, list the amounts owed, to whom it is owed, when the services giving rise to the unpaid contributions were rendered? \_\_\_\_\_  
\_\_\_\_\_
  
3. Does the debtor owe any debts to grain farmers or U.S. fisherman? \_\_\_\_\_

4. Does the debtor owe any debts for deposits by individuals for the purchase, lease or rental of property or services for personal, family, or household use that were not delivered or provided? \_\_\_\_\_ If so, list and describe fully: \_\_\_\_\_

\_\_\_\_\_

5. Does the debtor owe any federal, state or local taxes? \_\_\_\_\_ If so, for each tax debt list the name and address of the taxing authority, the type of tax owed, the amount owed and the date the tax became due: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Complete a separate "debt form" for each debt owed by the debtor that is secured by a mortgage or other lien on property of the debtor. Copies of the "debt forms" are provided with this questionnaire. When a "debt form" has been completed for each secured debt, list the following: The total number of all secured debts owed by the debtor is \$ \_\_\_\_\_. The total amount of all unsecured debt is \$ \_\_\_\_\_.

Number each completed "debt form" and attach all completed "debt forms" to this questionnaire.

#### **Section E - "B" Schedule information**

1. Does the debtor own or have an interest in any real property? \_\_\_\_\_ If so, attach a copy of the deed or other instrument conveying the debtor's interest in each parcel of property, and list the address, legal description, value and nature of the debtor's interest for each parcel of property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Approximately how much cash will the debtor have on hand when this case is filed? \$ \_\_\_\_\_.

3. Approximately how much money will the debtor have on deposit in banking institutions, brokerage houses, credit unions, utility companies, landlords, and others when this case is filed? \_\_\_\_\_ Attach a list showing the location and amount of each deposit.

4. Does the debtor own any household goods, supplies or furnishing? \_\_\_\_\_ If so, attach a list of such property and how the value of each item listed.

5. Does the debtor own any books, pictures, rare objects, or stamp, coin or other collections? \_\_\_\_\_ If so, attach a list of such property and how the value of each item or collection listed

6. Does the debtor own any wearing apparel, jewelry, firearms, sports equipment, or other personal items? \_\_\_\_\_ If so, attach a list of such property and how the value of each item listed.

7. Does the debtor own any automobiles, trucks, trailers or other vehicles? \_\_\_\_\_ If so, attach a list describing and showing the identification number and value of each vehicle.

8. Does the debtor own any boats, motors or accessory equipment, any livestock, poultry or other animals or any farming equipment, supplies or implements? \_\_\_\_\_ If so, attach a list of such property and how the value of each item listed.

9. Does the debtor own any office equipment, furnishings or supplies? \_\_\_\_\_ If so, attach a list of such property and how the value of each item listed.

10. Does the debtor own any machinery, fixtures, equipment or supplies, other than those listed in the answer to the previous question? \_\_\_\_\_ If so, attach a list of such property and show the location and value of each item listed.

11. Does the debtor own any inventory? \_\_\_\_\_ If so, attach a complete list of all inventory that will be on hand when this case is filed.

12. Does the debtor own any tangible personal property not listed in the answer to any previous question? \_\_\_\_\_ If so, attach a list of such property and show the value of each item listed.

13. Does the debtor own any patents, copyrights, licenses, franchises, or any other intangible property? \_\_\_\_\_ If so, describe each item fully and list the value of each: \_\_\_\_\_

14. Does the debtor own any bonds or other negotiable or nonnegotiable instruments? \_\_\_\_\_ If so, list and show the value of each item: \_\_\_\_\_

15. Does another party owe the debtor any money, services, or goods? \_\_\_\_\_ Does the debtor have a claim against any other party? \_\_\_\_\_ If the answer to either question is yes, describe each debt or claim and list the approximate value of each and the name and address of the other party: \_\_\_\_\_

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16. Does the debtor own an interest in any insurance policies? \_\_\_\_\_ If so, for each policy list the name of the insurance company, the policy number, and the amount of any surrender or refund value: \_\_\_\_\_

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17. Does the debtor have an interest in any annuities? \_\_\_\_\_ If so, list and show the value of each annuity and show the name of each issuer: \_\_\_\_\_

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18. Does the debtor own any stock, securities, or other interest in any other company? \_\_\_\_\_ If so, itemize and evaluate each holding: \_\_\_\_\_

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19. Does the debtor own an interest in any partnership? \_\_\_\_\_ If so, describe and show the value of each interest: \_\_\_\_\_

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20. Does the debtor own any equitable or future interest, life estate, or other right or power exercisable for the benefit of the debtor not previously listed in the answers to the questionnaire? \_\_\_\_\_ If so, attach copies of all relevant documents and describe and show the value of each interest: \_\_\_\_\_

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21. Does the debtor own or have an interest in any property of any kind that has not been listed in the answers to the previous questions in this questionnaire? \_\_\_\_\_ If so, describe and evaluate the property: \_\_\_\_\_

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**Section E - Executory Contract Information**

1. Is the debtor a party to any contract or lease that is now in effect? \_\_\_\_\_ If so, either attach a copy of the contract or lease or list the date, nature and other particulars of the contract or lease, and show the name and address of each party to the contract or lease: \_\_\_\_\_

\_\_\_\_\_

What is the present status of each such contract or lease: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DEBT FORM

INSTRUCTIONS: Complete one of these forms for each debt owed by the debtor except the debts described in questions 1-5 in Section D of the Questionnaire. Whenever possible, attach a copy of the creditor's bill or statement to the completed debt form. Answer each question on this form for each debt; if a question does not apply to a particular debt, write "N/A" after the question. If more space is needed, use the back of the form.

1. To whom is this debt owed? Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Account Number: \_\_\_\_\_

2. When was this debt incurred? Month \_\_\_\_\_ Year \_\_\_\_\_

3. How much does the debtor owe on this debt? \$ \_\_\_\_\_

4. Is this debt current or delinquent? \_\_\_\_\_ If delinquent, describe the delinquency in both time and dollars: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. For what purpose was this debt incurred? \_\_\_\_\_  
\_\_\_\_\_

6. Is this debt secured by a mortgage, lien, or security interest on any property? \_\_\_\_\_  
If so, describe the property: \_\_\_\_\_  
\_\_\_\_\_

Who owns the property? \_\_\_\_\_

Where is the property located? \_\_\_\_\_  
\_\_\_\_\_

What is the approximate value of the property? \_\_\_\_\_

7. Is there a dispute over either the amount of or the debtor's liability for this debt? \_\_\_\_\_ If so, explain: \_\_\_\_\_  
\_\_\_\_\_

8. Has this debt been assigned to a collection agency, attorney, or other party for purposes of collection or otherwise? \_\_\_\_\_  
If so, to whom and for what purpose? \_\_\_\_\_  
\_\_\_\_\_

Name of Assignee: \_\_\_\_\_

Address of Assignee: \_\_\_\_\_  
\_\_\_\_\_

Time and purpose of assignment: \_\_\_\_\_  
\_\_\_\_\_

9. Has any party other than the debtor guaranteed, secured, cosigned, or otherwise become liable for this debt? \_\_\_\_\_ If so, explain and list the person's name, address and relationship to the debtor: \_\_\_\_\_

10. Is this a debt of another party that has been guaranteed, secured, cosigned, or otherwise assumed by the debtor? \_\_\_\_\_ If so, explain and list the other party's name, address, and relationship to the debtor: \_\_\_\_\_

11. Is the payment of this debt necessary or important for the continuance of the debtor's business? \_\_\_\_\_ If so, explain: \_\_\_\_\_

12. Was a written financial statement given in connection with this debt? \_\_\_\_\_ If so, when and to whom? \_\_\_\_\_

\_\_\_\_\_ Attach a copy of the financial statement to this debt form, if possible.