

# INFORMATION NEEDED TO FILE CHAPTER 7



Corporation, LLC, Partnership, etc.

**ALL BILLS**

Include home mortgage loans, vehicle loans, lines of credit, federal and state income taxes owed, credit card bills, bank loans, etc.

*For each bill above, provide (1) name of creditor, (2) address, (3) account or loan number, and (4) balance owed. If providing the billing statement, all of this information is usually contained therein.*

**TAX RETURNS**

Provide copies of Income Tax Returns for prior two years.

**INCOME INFORMATION**

Provide the income from business operations for the past 12 months (provide 12 separate monthly ledger statements showing income/expenses).

**VEHICLES**

Provide either a copy of the registration or title PLUS the mileage shown on the odometer for each vehicle owned. Information concerning the year, make, model, VIN number and mileage is required.

**EQUIPMENT**

Provide copies of any titles or registrations or simply make a detailed listing of said equipment.

**OFFICE FURNITURE**

Provide a listing of all items including electronic equipment.

**INVENTORY**

Provide a detailed current inventory as well as the records from the last inventory taken.

**ACCOUNTS RECEIVABLE**

Provide a detailed up-to-date accounts receivable listing.

**BANK ACCOUNTS**

Provide the last 2 statements for each account with any bank, credit union, brokerage firm, etc., provide the last 2 statements for each account.

**BUSINESS DOCUMENTS**

Provide corporate charter or LLC charter, copies of by-laws, stock issued or member certificates, etc.

**LAW SUITS**

Provide all citations, petitions, suits and judgments filed against the business.

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