

BANKRUPTCY CASE CHECKLIST FOR BUSINESSES

PRE FILING

COPIES ONLY; NO ORIGINALS

- ____ 1. Last two years of filed *Federal Tax Returns*. Please list years attached: ____

- ____ 2. Last two years of filed *State Tax Returns* . Please list years attached: ____

- ____ 3. Accounts Receivable report
- ____ 4. Detailed Asset List - including values
- ____ 5. Current Balance Sheet and Profit and Loss Statement for the last calendar year and year-to-date
- ____ 6. General Ledger for the last 12 months
- ____ 7. Last 60 days of bank statements for every account in the corporation's name
- ____ 8. Vehicle loan statements for each vehicle, and registrations
- ____ 9. Titles and registrations to anything licensed (i.e., automobiles, boats, trailers, ATVs, motorcycles, etc.)
- ____ 10. Current trade-in value of vehicle(s) and other licensed assets
- ____ 11. Copies of current leases and contracts (real property leases, equipment leases, employment contracts, brokerage and agency contracts, etc.)
- ____ 12. Proof of Insurance for real and personal property
- ____ 13. Debt list (**Creditor's name, address, amount owed & account number - Include names and addresses for all employees**)
- ____ 14. Lawsuits, judgments, and garnishments