

Documents Required by Trustee of Corporations, Partnerships, or LLC's

CASE NAME: \_\_\_\_\_ CONTACT NAME \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

[www.northernazbankruptcy.com](http://www.northernazbankruptcy.com)

[www.phxbankruptcy.com](http://www.phxbankruptcy.com)

PHYSICAL ADDRESS: \_\_\_\_\_

IF YOUR ADDRESS CHANGES AT ANY TIME IN THE YEAR AFTER YOUR FILING, NOTIFY THE COURT AND THE TRUSTEE USING THE ENCLOSED CHANGE OF ADDRESS FORM.

RETURN THIS WORKSHEET WITH ALL DOCUMENTATION TO:

LAWRENCE J. WARFIELD, U.S. TRUSTEE, PO BOX 14647, SCOTTSDALE AZ 85267-4875

TAX RETURNS:

\_\_\_\_ 1. Copies of current years and prior years State and Federal income tax returns. These returns should include earnings and balance sheet information. If the business was terminated during 2013, please provide us with copies of the company's final tax return. (If none filed, provide a statement explaining why.)

**If you received and cashed any income tax refund check(s) prior to your filing, you MUST provide evidence of date received, receipts, and proof of the extraordinary items that were purchased.**

**All un-filed Federal and State tax returns must be prepared and filed with Federal and State taxing authorities immediately!**

FINANCIAL INFORMATION:

\_\_\_\_ 2. Copies of any financial statement compiled as of the prior year, or if it is available, one that is more current.

\_\_\_\_ 3. A listing of all receipts and disbursements by the business during the period twelve months prior to the filing date through to the filing date. (i.e., check register, disbursement register).

TITLES:

\_\_\_\_ 4. Copies of all motorized **vehicle titles** in the possession of or in the business's name as of the date of your filing (including trailers, boats, jet skis, motorcycles, etc.). If you are leasing a vehicle, you must forward to us a COPY of the executed lease agreement.

**Please indicate the current mileage of each vehicle on its title copy.**

BANK ACCOUNTS:

\_\_\_\_ 5. Copies of all of the company's bank account statements as of its filing date and those for three months prior. Please close all bank accounts and forward the proceeds from each to the trustee. Please provide copies of bank statements showing zero balances.

**Within the 3 months prior to filing, any checks or deposits in excess of \$600.00, you must provide a written explanation of to whom written and for what purpose.**

FURTHER DETAILS:

\_\_\_\_ 6. Provide specific details on all assets owned by the business as of the filing date (or conversion date), which are categorically totaled in the Petitions and Schedules. (Especially if your schedule B used terms such as "inventory", "supplies", or "equipment" to describe your company's assets.)

\_\_\_\_ 7. Provide our office with all passwords to any software, which may contain assets or records of the corporate debtor?

\_\_\_\_ 8. Provide our office with copies of the last two years of Board of Directors meeting minutes and the last two years of the annual meeting minutes.

Case # \_\_\_\_\_

- A. Name the Chief Operating Officer of the corporate debtor \_\_\_\_\_.
- B. Name the Chief Financial Officer of the corporate debtor \_\_\_\_\_.
- C. Is the corporate debtor an Arizona formed LLC or corporation? \_\_\_\_\_.
1. If formed outside AZ, when was it first qualified to do business in AZ \_\_\_\_\_.
- D. When was the corporate debtor officially formed?
- E. Are there any business receivables owed to the corporate debtor? \_\_\_\_\_
1. Are they collectable \_\_\_\_\_  
Provide us the supporting documentation to enable us to pursue collection.
- F. Are there any shareholder receivables owed to the corporate debtor? \_\_\_\_\_
1. By whom? \_\_\_\_\_  
Provide us the supporting documentation to enable us to pursue collection.
- G. What insurance policies were in effect within the last year? \_\_\_\_\_  
What kind and why? \_\_\_\_\_
- H. Is there any inventory, property or equipment remaining different than that listed on Schedule B?  
\_\_\_\_\_  
\_\_\_\_\_

**DEBTOR QUESTIONNAIRE:**

\_\_\_\_\_ Please fill out and return this questionnaire to the Trustee. The answers to these questions will speed the process of the 341(a) meeting of creditors.

**After our review of these documents, you may be contacted for additional information.**

**Case Number** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_