

Debtor Information Request Checklist

1. Corporate Information

Please provide the following:

- ☐ Corporate Structure
- ☐ Full name, address and telephone number of each potential debtor
- ☐ TIN of each potential debtor
- ☐ State of Incorporation for each potential debtor
- ☐ Other names used by the debtor during last six (6) years
- ☐ Location of principle assets of each potential debtor
- ☐ Disclosure of any previous bankruptcy
- ☐ Description of business and circumstances leading to the filing of the bankruptcy petition
- ☐ List of owners, managers, and directors for the past 2 years with termination dates if applicable

2. Tax Returns

Please provide the following:

- ☐ All tax returns for each potential debtor for the past three (3) years

3. Financial Statements

Please provide the following:

- ☐ Full name and address of all financial institutions where bank accounts are held with complete account numbers
- ☐ List of Authorized Signers on bank accounts
- ☐ Explanation of Accounting and Cash Management Procedures
- ☐ Consolidated Financial Statements
- ☐ Projected Consolidated Cash Budgets

- ☐ Any applicable audit information
- ☐ Copies of any investment and deposit guidelines and types of investments Made
- ☐ Copies of Loan Documents
 - ☐ A Group Loans
 - ☐ B Group Loans
 - ☐ Revolver Loans
 - ☐ Seller Notes (complete with obligors/obliges, amounts, collateral, etc.)
- ☐ Copies of Credit Agreements
- ☐ Copies of UCC-1s

4. Property

Please provide the following:

- ☐ Real property with complete legal description with the debtor owns or is a joint owner of, even if the business still owes money
- ☐ Copies of any documents proving interest in real property
- ☐ Copies of Mortgages
- ☐ All bank accounts and present balances for all accounts held at any financial institution. Please provide the address for each financial institution.
- ☐ Security deposits
- ☐ Office equipment
- ☐ Any interest in insurance policies
- ☐ Annuities
- ☐ Stock interest in incorporated/unincorporated business
- ☐ Interest in Partnerships/ Joint Ventures
- ☐ Bonds
- ☐ Accounts Receivable

- ☐ Other liquidated debts owed to the company
- ☐ Other contingent/unliquidated claims
- ☐ Patents, Copyrights, other intellectual property
- ☐ Licenses, Franchises
- ☐ Customer list
- ☐ Automobiles, trucks, trailers, and accessories
- ☐ Boats
- ☐ Aircrafts
- ☐ Machinery and fixtures
- ☐ Inventory

5. Debts

Please provide an alphabetized list, with complete contact information for the following:

- ☐ Accounts Payable
- ☐ All persons or entities that have threatened a lawsuit
- ☐ All suppliers
- ☐ All banks or insurance companies to which money is owed
- ☐ All former employees of the debtor that are receiving payments from the debtor (e.g. workers' compensation or disability payments)
- ☐ All environmental protection agencies that may have jurisdiction over any property, products, or waste items
- ☐ All utility providers of energy
- ☐ All taxing authorities to whom debts are owed
- ☐ All equity security holders by class
- ☐ Copies of Security Agreements

6. Leases and Contracts

Please provide the following:

- ☐ Identify any burdensome executory contracts and unexpired leases to be rejected
- ☐ Identify any critical executory contracts
- ☐ Provide copies of all leases to be rejected
- ☐ Provide copies of all leases and contracts to be assumed

7. Employee Information

Please provide the following:

- ☐ Current Employees of the debtor
- ☐ All retired employees of the debtor
- ☐ Weekly Payroll
- ☐ Copies and/or description of pension plan
- ☐ Copies of all employment contracts

8. SEC Filings

Please provide the following:

- ☐ All SEC filings

9. Other Financial Affairs Information

Please provide the following:

- ☐ Any assignment of property
- ☐ Any gifts
- ☐ Any losses from fire, theft or other casualty with description of property and Value
- ☐ Any property transferred other than that which occurred in the ordinary course of business

- ☐ Any firm or individual who has audited the books of accounts and records or prepared a financial statement within two (2) years

10. Litigation

Please provide the following:

- ☐ All litigation the Debtor was party to within the last year