

Client Questionnaire For Business Debtor

Section 1 Basic Information

Part A. Name and Address

Name of business: _____

Contact Person's name: _____

Telephone Number: _____ ext.: _____ Alternative Number: _____

Has the business gone by any other names in the past eight years? ☐ No ☐ Yes *If yes, list other names:*

Federal Tax ID or Social Security Number: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____ Has the business been at this address for at least 180 days? ☐ No ☐ Yes

If there is a different mailing address, please list:

Mailing Address: _____

City: _____ State: _____ Zip: _____

Part B. Nature of Business

1. Location of principal assets, if different from address above:

City: _____ State: _____ Zip: _____

2. Please describe the nature of your business: _____

3. Who is the authorized signer? _____ His/Her title? _____

4. Do any of the following describe your business? ☐ Railroad ☐ Stockbroker ☐ Commodity Broker ☐ Clearing bank
☐ Health Care Business ☐ Single Asset Real Estate ☐ 501(c)(3) Non-Profit

Part C. Prior/Pending Bankruptcy Cases

1. Has a bankruptcy case been filed by your company or against your company in the last 8 years? ☐ No ☐ Yes

If yes, in which district of which state was the case filed? _____

Case Number: _____ Date filed: _____

2. Are there currently any bankruptcy cases pending involving you, your business, your business partner, or any of your affiliates? ☐ No ☐ Yes

If yes, name of debtor: _____ Relationship to you: _____

Case Number: _____ Date filed: _____ Judge: _____

District in which the case was filed: _____

Exhibit "C" to the Voluntary Petition

Does your company own or have possession of any property that poses or is alleged to pose a threat of imminent and identifiable harm to public health or safety? ☐ No ☐ Yes (If yes, please attach a list and description of the property.)

Section 2 Property

Part A. Real Estate (Schedule A)

List all real estate which the business owns or is a joint owner of, even if the business still owes money on the property.

Address and description of property	Value	The business' s % ownership, or \$ amount of equity, if your business is not the sole owner.	List all mortgages and liens		Office Use Only Notes
			What is the \$ value of the loan, lien, or mortgage?	Who issued the lien, loan or mortgage? (name and address of institution)	

Part B. Personal Property (Schedule B)

For each type of property listed below, indicate whether the business owns any property of that category, and, if so, fill in the remaining information. You can think of the value as the resale value. Attach additional pages if necessary.

Type of Property	Yes/No	Description & Location	Value	Office Use Only Notes
1. Cash on hand				
2. Checking/Savings Account, Certificates of deposit, other bank accounts				
3. Security deposits held by utility companies, landlord				
4. Household goods, furniture, including audio, video, and computer equipment				

Type of Property	Yes/No	Description & Location	Value	Office Use Only Notes
5. Books, pictures, art objects, records, compact discs, collectibles				
6. Clothing				
7. Furs and jewelry				
8. Sports, photographic, hobby equipment, firearms				
9. Interest in insurance policies-specify refund or cancellation value				
10. Annuities				
11. Interests in an education IRA, as defined in 26 USC § 530(b)(1)				
12. Interests in pension or profit sharing plans				
13. Stock and interests in incorporated/unincorporated business				

Type of Property	Yes/No	Description & Location	Value	Office Use Only Notes
14. Interests in partnerships/joint ventures				
15. Bonds				
16. Accounts receivable				
17. Alimony/family support to which you are entitled				
18. Other liquidated debts owed to you, including tax refunds				
19. Equitable or future interests or life estates				
20. Interests in estate of decedent or life insurance plan or trust				
21. Other contingent/unliquidated claims, including tax refunds, counterclaims				
22. Patents, copyrights, other intellectual property				
23. Licenses, franchises				

Type of Property	Yes/No	Description & Location	Value	Office Use Only Notes
24. Customer list or other compilation with personally identifiable information				
25. Automobiles, trucks, trailers, and accessories.				
26. Boats, motors, and accessories				
27. Aircraft and accessories				
28. Office equipment, supplies				
29. Machinery, fixtures etc. for business				
30. Inventory				
31. Animals				
32. Crops-growing or harvested				
33. Farming equipment and implements				
34. Farm supplies, chemicals, feed				

Type of Property	Yes/No	Description & Location	Value	Office Use Only Notes
35. Other personal property of any kind not listed.				

Section 3 Debts

List below all debts that the business owes, or that creditors claim that the business owes. Attach additional sheets if necessary.

Type of Debt	1. Creditor Name and Address 2. Date/Range of dates when debt was incurred 3. Account Number, if any 4. Contact person's name and address, if different	Amount owed	What is the debt for? Describe the collateral for this loan, if any. What is the estimated value of the collateral?	Is there a codebtor, someone else who can be held responsible for the debt? If so, his/her name and address:	Do you dispute the debt?	Office Use Only	
						Sched. D, E or F?	Notes: lawsuit pending? Collection agency or attorney assigned?
Mortgages							
Car/vehicle loans							
Other bank loans							

Type of Debt	1. Creditor Name and Address 2. Date/Range of dates when debt was incurred 3. Account Number, if any 4. Contact person's name and address, if different	Amount owed	What is the debt for? Describe the collateral for this loan, if any. What is the estimated value of the collateral?	Is there a codebtor, someone else who can be held responsible for the debt? If so, his/her name and address:	Do you dispute the debt?	Office Use Only	
						Sched. D, E or F?	Notes: lawsuit pending? Collection agency or attorney assigned?
Personal (non-bank) loans							
Major credit card debts (Visa, Am Ex, Mastercard, Discover)							
Department store or other store-issued credit card debts							

	1. Creditor Name and Address 2. Date/Range of dates when debt was incurred 3. Account Number, if any 4. Contact person's name and address, if different	Amount owed	What is the debt for? Describe the collateral for this loan, if any. What is the estimated value of the collateral?	Is there a codebtor, someone else who can be held responsible for the debt? If so, his/her name and address:	Do you dispute the debt?	Office Use Only	
						Sched. D, E or F?	Notes: lawsuit pending? Collection agency or attorney assigned?
Type of Debt							
Other credit card debts (Gas cards, phone cards, etc.)							
Unpaid utility bills							
Unpaid rent							

	Type of Debt	1. Creditor Name and Address 2. Date/Range of dates when debt was incurred 3. Account Number, if any 4. Contact person's name and address, if different	Amount owed	What is the debt for? Describe the collateral for this loan, if any. What is the estimated value of the collateral?	Is there a codebtor, someone else who can be held responsible for the debt? If so, his/her name and address:	Do you dispute the debt?	Office Use Only	
							Sched. D, E or F?	Notes: lawsuit pending? Collection agency or attorney assigned?
	Unpaid taxes							
	Unpaid service fees (to attorneys, accountants etc.)							
	Trade Debts							

	Type of Debt	1. Creditor Name and Address 2. Date/Range of dates when debt was incurred 3. Account Number, if any 4. Contact person's name and address, if different	Amount owed	What is the debt for? Describe the collateral for this loan, if any. What is the estimated value of the collateral?	Is there a codebtor, someone else who can be held responsible for the debt? If so, his/her name and address:	Do you dispute the debt?	<i>Office Use Only</i>	
							Sched. D, E or F?	Notes: lawsuit pending? Collection agency or attorney assigned?
	All other unpaid debts/bills							

Section 4 Unexpired Leases and Contracts (Schedule G)

List below any leases or contracts that are still current that the business is a party to. Include real estate, car and business leases, and service or business contracts.

Nature and Description of Contract	Name and Address of Other Party or Parties	Date that Contract Expires

Section 5 Statement of Financial Affairs

If you have no information to report for a question, check the "NONE" box.

1. Income from employment or operation of business

State your gross income from employment or operation of a business: If you have not received an income from employment during the **two years** immediately preceding this calendar year, check this box:

☐ NONE

<u>Period</u>	<u>\$ Amount</u>	<u>Source</u>
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January 1 of this year through
date of commencement of case

Last year, (January 1 - December 31)

The year before last,
(January 1 - December 31)

2. Income other than from employment or operation of business

State the amount of income received other than from employment or operation of business during the **two years** immediately preceding the commencement of this case:

☐ NONE

<u>Period</u>	<u>\$ Amount</u>	<u>Source</u>
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During the last year

Year before last

3. Payments to creditors

a. If your debts are primarily consumer debts, List all payments on loans, installment purchases of goods or services, and other debts, aggregating more than \$600 to any creditor made within **90 days** immediately preceding the commencement of this case. Indicate with an asterisk (*) any payments that were made on account of a domestic support obligation, or that were made as part of an alternative payment plan.

☐ NONE

<u>Name and Address of Creditor</u>	<u>Dates of Payments</u>	<u>Amount paid</u>	<u>Amount still owed</u>
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- b. *If your debts are not primarily consumer debts*, list each payment or other transfer, aggregating more than \$5,475 to any creditor within **90 days** immediately preceding the commencement of this case.

☐ NONE

<u>Name and Address of Creditor</u>	<u>Dates of Payments</u>	<u>Amount paid</u>	<u>Amount still owed</u>
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- c. *All debtors*. List all payments made within **one year** immediately preceding the commencement of this case to or for the benefit of creditors who are or were "insiders". ("Insiders" include your relatives, your business partners and their relatives, your corporations, or your affiliates.)

☐ NONE

<u>Name and Address of Creditor and Relationship to You</u>	<u>Dates of Payments</u>	<u>Amount Paid</u>	<u>Amount Still Owed</u>
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4. Suits, executions, garnishments and attachments

- a. List all suits and administrative proceedings to which you are or were a party within **one year** preceding the filing of this case.

☐ NONE

<u>Caption of Suit and Case Number</u>	<u>Nature of Proceeding</u>	<u>Court or Agency and Location</u>	<u>Status or Disposition</u>
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- b. Describe all property that has been garnished, seized, or attached under any legal or equitable process within **one year** immediately preceding the commencement of this case.

☐ NONE

<u>Name and Address of Person/Company for Whom the Property Was Seized (Creditor)</u>	<u>Date of Seizure</u>	<u>Description and Value of Property</u>
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5. Repossessions, foreclosures, and returns

List all property that has been repossessed by a creditor, sold at a foreclosure sale, transferred through a deed in lieu of foreclosure, or returned to the seller, within **one year** immediately preceding the commencement of this case.

☐ NONE

<u>Name and Address of Creditor</u>	<u>Date of Repossession, Foreclosure, Transfer or Return</u>	<u>Description and Value of Property</u>
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6. Assignments and receiverships

- a. Describe any assignment of property for the benefit of creditors made within **120 days** immediately preceding the commencement of this case.

☐ NONE

<u>Name and Address of Assignee</u>	<u>Date of Assignment</u>	<u>Terms of Assignment/Settlement</u>
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- b. List all property which has been in the hands of a custodian, receiver, or court-appointed official within **one year** immediately preceding the commencement of this case.

☐ NONE

<u>Name and Address of Custodian</u>	<u>Name and location of Court, Case Title and Number</u>	<u>Date of Order</u>	<u>Description and Value of Property</u>
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7. Gifts

List all gifts or charitable contributions made within **one year** immediately preceding the commencement of this case except ordinary and usual gifts to family members aggregating less than \$200 in value per individual family member and charitable contributions aggregating less than \$100 per recipient.

☐ NONE

<u>Name and Address of Recipient</u>	<u>Relationship to You, if Any</u>	<u>Date of Gift</u>	<u>Description and Value of Gift</u>
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8. Losses

List all losses from fire, theft, gambling or other casualty within **one year** immediately preceding the commencement of this case or since the commencement of this case.

☐ NONE

Description and Value of Property	Description of Circumstances and Amount Covered by Insurance, if Any	Date of Loss
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9. Payments related to debt counseling or bankruptcy

List all payments made or property transferred by or on behalf of the debtor to any persons, including attorneys, for consultation concerning debt consultation, relief under the bankruptcy law or preparation of the petition in bankruptcy within **one year** immediately preceding the commencement of the case.

☐ NONE

Name and Address of Payee	Date of Payment	Name of Person Who Paid, if Not You	Amount of Money/ Description and Value of Property
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10. Other transfers, (including sale of your property)

a. List all other property, other than property transferred in your ordinary course of business or financial affairs, transferred either absolutely or as a security within **two years** immediately preceding the commencement of this case.

☐ NONE

Name and Address of Transferee and Relationship to you	Date of Transfer	Description of Property Transferred and Value Received
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b. List all property transferred within **10 years** immediately preceding the commencement of this case to a self-settled trust, or similar device of which the debtor is the beneficiary.

☐ NONE

Name of Trust or Similar Device	Date of Transfer	Amount of Money or Description and Value of Property or Interest
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11. Closed financial accounts

List all financial accounts and instruments held in your name or for your benefit which were closed, sold, or otherwise transferred within **one year** immediately preceding the commencement of this case.

☐ NONE

Name and Address of Institution	Type and Number of Account & Final Balance	Amount and Date of Sale or Closing
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12. Safe deposit boxes

List each safe deposit or other box or depository in which you have or have had securities, cash, or other valuables within **one year** immediately preceding commencement of this case.

☐ NONE

<u>Name and Address of Bank or Other Depository</u>	<u>Name and Address of Those With Access to Box or Depository</u>	<u>Description of Contents</u>	<u>Date of Transfer, if Any</u>
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13. Setoffs

List all setoffs made by any creditor, including a bank, against a debt or deposit of yours within **90 days** preceding the commencement of this case.

☐ NONE

<u>Name and Address of Creditor</u>	<u>Date of Setoff</u>	<u>Amount of Setoff</u>
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14. Property held for another person

List all property that you hold or control that is owned by another person.

☐ NONE

<u>Name and Address of Owner</u>	<u>Description and Value of Property</u>	<u>Location of Property</u>
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15. Prior address of debtor

If you have moved within the **three years** immediately preceding the commencement of this case, list all residences during the last three years, excluding your present address.

☐ NONE

<u>Address</u>	<u>Your Name at the Time</u>	<u>Dates of Occupancy</u>
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16. Spouses and Former Spouses

If you reside or resided in a community property state, commonwealth, or territory (including Alaska, Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Puerto Rico, Texas, Washington, or Wisconsin) within the **eight-year period** immediately preceding the commencement of the case, identify the name of your spouse and of any former spouse who resides or resided with you in the community property state.

☐ NONE

Name

17. Environmental Information.

For the purpose of this question, the following definitions apply:

"Environmental Law" means any federal, state, or local statute or regulation regulating pollution, contamination, releases of hazardous or toxic substances, wastes or material into the air, land, soil, surface water, groundwater, or other medium, including, but not limited to, statutes or regulations regulating the cleanup of these substances, wastes, or material.

"Site" means any location, facility, or property as defined under any Environmental Law, whether or not presently or formerly owned or operated by the debtor, including, but not limited to, disposal sites.

"Hazardous Material" means anything defined as a hazardous waste, hazardous substance, toxic substance, hazardous material, pollutant, or contaminant or similar term under an Environmental Law

a. List the name and address of every site for which you received notice in writing by a governmental unit that it may be liable or potentially liable under or in violation of an Environmental Law. Indicate the governmental unit, the date of the notice, and, if known, the Environmental Law:

☐ NONE

<u>Site Name and Address</u>	<u>Name and Address of Governmental Unit</u>	<u>Date of Notice</u>	<u>Environmental Law</u>
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b. List the name and address of every site for which you provided notice to a governmental unit of a release of Hazardous Material. Indicate the governmental unit to which the notice was sent and the date of the notice.

☐ NONE

<u>Site Name and Address</u>	<u>Name and Address of Governmental Unit</u>	<u>Date of Notice</u>	<u>Environmental Law</u>
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c. List all judicial or administrative proceedings, including settlements or orders, under any Environmental Law with respect to which you are or were a party. Indicate the name and address of the governmental unit that is or was a party to the proceeding, and the docket number.

☐ NONE

<u>Name and Address of Governmental Unit</u>	<u>Docket Number</u>	<u>Status or Disposition</u>
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18. Nature, location and name of business

a. If the debtor is an individual, list the names, addresses, taxpayer identification numbers, nature of the businesses, and beginning and ending dates of all businesses in which the debtor was an officer, director, partner, or managing executive of a corporation, partnership, sole proprietorship, or was a self-employed professional within the **six years** immediately preceding the commencement of this case, or

in which the debtor owned 5 percent or more of the voting or equity securities within the **six years** immediately preceding the commencement of this case.

If the debtor is a partnership, list the names, addresses, taxpayer identification numbers, nature of the businesses, and beginning and ending dates of all businesses in which the debtor was a partner or owned 5 percent or more of the voting or equity securities, within the **six years** immediately preceding the commencement of this case.

If the debtor is a corporation, list the names, addresses, taxpayer identification numbers, nature of the businesses, and beginning and ending dates of all businesses in which the debtor was a partner or owned 5 percent or more of the voting or equity securities within the **six years** immediately preceding the commencement of this case.

☐ NONE

Name	Taxpayer I.D. Number(EIN)	Address	Nature of Business	Beginning and End Dates of Operation
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b. Identify any business listed in response to subdivision a., above, that is "single asset real estate" as defined in 11 U.S.C. § 101.

☐ NONE

Name	Address
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The following questions, #19-25, are only to be answered if you are a corporation or partnership or if you have been, in the six years immediately preceding this case, an officer, director, managing executive, or owner of more than 5% of the voting securities of the corporation; a partner, other than a limited partner, of a partnership; a sole proprietor, or otherwise self-employed.

19. Books, records, and financial statements

- a. List all bookkeepers and accountants who, within the **two years** immediately preceding the filing of this bankruptcy case, kept or supervised the keeping of books of account and records.

☐ NONE

Name and Address	Dates Services Rendered
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- b. List all firms or individuals who, within the **two years** immediately preceding the filing of this bankruptcy case, have audited the books of account and records, or prepared a financial statement of the debtor.

☐ NONE

Name	Address	Dates Services Rendered
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- c. List all firms or individuals who, at the time of the commencement of this case, were in possession of your books of account and records. If the records are not available, explain.

☐ NONE

Name and Address	Comments
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- d. List all financial institutions, creditors and other parties, including mercantile and trade agencies, to whom a financial statement was issued by the debtor within **two years** immediately preceding the commencement of this case.

☐ NONE

Name and Address	Date Issued
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20. Inventories

- a. List the dates of the last two inventories taken of your property, the name of the person who supervised the taking of each inventory, and the dollar amount and basis of each inventory.

☐ NONE

<u>Date of Inventory</u>	<u>Inventory Supervisor</u>	<u>Dollar Amount of Inventory</u> <u>(specify cost, market, or other basis)</u>
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- b. List the name and address of the person possessing the records of each of the two inventories reported in a.) above.

☐ NONE

<u>Date of Inventory</u>	<u>Name and Address of Custodian of Inventory Records</u>
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21. Current partners, officers, directors, and shareholders

- a. If your business is a partnership, list the nature and percentage of partnership interest of each member of the partnership.

☐ NONE

<u>Name and Address</u>	<u>Nature of Interest</u>	<u>Percentage of Interest</u>
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- b. If your business is a corporation, list all officers and directors of the corporation, and each stockholder who directly or indirectly owns, controls, or holds 5 % or more of the voting securities of the corporation.

☐ NONE

<u>Name and Address</u>	<u>Title</u>	<u>Nature and Percentage</u> <u>of Stock Ownership</u>
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22. Former partners, officers, directors and shareholders

- a. If your business is a partnership, list each member who withdrew from the partnership within one year immediately preceding the commencement of this case.

☐ NONE

<u>Name and Address</u>	<u>Date of Withdrawal</u>
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- b. If your business is a corporation, list all officers or directors whose relationship with the corporation terminated within **one year** immediately preceding the commencement of this case.

☐ NONE

<u>Name and Address</u>	<u>Title</u>	<u>Date of Termination</u>
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23. Withdrawals from a partnership or distributions by a corporation

If your business is a partnership or corporation, list all withdrawals or distributions credited or given to an insider, including compensation in any form, bonuses, loans, stock redemptions, options exercised and any other perquisite during one year immediately preceding the commencement of this case.

☐ NONE

<u>Name and Address of Recipient, and Relationship to You</u>	<u>Date and Purpose of Withdrawal</u>	<u>Amount of Money or Description and Value of Property</u>
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24. Tax Consolidation Group.

If the debtor is a corporation, list the name and federal taxpayer identification number of the parent corporation of any consolidated group for tax purposes of which the debtor has been a member at any time within the **six-year period** immediately preceding the commencement of the case.

☐ NONE

<u>Name of Parent Corporation</u>	<u>Taxpayer Identification Number</u>
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25. Pension Funds.

If the debtor is not an individual, list the name and federal taxpayer identification number of any pension fund to which the debtor, as an employer, has been responsible for contributing at any time within the **six-year period** immediately preceding the commencement of the case.

☐ NONE

<u>Name of Pension Fund</u>	<u>Taxpayer Identification Number</u>
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Section 6 ➤ Supplement for Chapter 11 Cases

Part A. Exhibit "A" to Voluntary Petition

If debtor is required to file periodic reports (e.g. - Forms 10K and 10Q) with the Securities and Exchange Commission pursuant to Section 13 or 15(d) of the Securities Exchange Act of 1934 and is requesting relief under chapter 11 of the Bankruptcy code, Exhibit "A" shall be completed and attached to the petition.

Are any of your securities registered under section 12 of the Securities Exchange Act of 1934? ☐ Yes ☐ No

If so, what is the SEC file number? _____

The following questions ask for financial data about your company. Your answers reflect the company's finances as of (date) _____.

Total assets: \$ _____

Total liabilities: \$ _____

Please list debt securities held by more than 500 holders

<input type="checkbox"/> Secured	<input type="checkbox"/> Unsecured	<input type="checkbox"/> Subordinated\$_____
<input type="checkbox"/> Secured	<input type="checkbox"/> Unsecured	<input type="checkbox"/> Subordinated\$_____
<input type="checkbox"/> Secured	<input type="checkbox"/> Unsecured	<input type="checkbox"/> Subordinated\$_____
<input type="checkbox"/> Secured	<input type="checkbox"/> Unsecured	<input type="checkbox"/> Subordinated\$_____
<input type="checkbox"/> Secured	<input type="checkbox"/> Unsecured	<input type="checkbox"/> Subordinated\$_____

Number of shares of preferred stock _____

Number of shares of common stock _____

Comments, if any:

Briefly describe the nature of your business:

List the name of any person who directly or indirectly owns, controls, or holds, with power to vote, 5% or more of the voting securities of your company:

Part B. Equity Security Holders

List the names and addresses of all equity security holders:

[illegible]