

BANKRUPTCY CORPORATE DATA INTAKE SHEET  
CONFIDENTIAL - 2006

Individuals Name: \_\_\_\_\_ Position \_\_\_\_\_ %Shares \_\_\_\_\_

Your Corporation's full legal name: \_\_\_\_\_

known also as: \_\_\_\_\_

Federal I.D. #: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: HOME: \_\_\_\_\_

WORK: \_\_\_\_\_

Cell: \_\_\_\_\_ E-Mail \_\_\_\_\_

Is the company current on:

(a) Federal taxes: \_\_\_\_\_

(b) State taxes: \_\_\_\_\_

(c) Real estate taxes: \_\_\_\_\_

(d) Payroll taxes: \_\_\_\_\_

(e) Other taxes? \_\_\_\_\_

Have you filed all the above tax returns?  Yes  No Accountant \_\_\_\_\_

State of Corporation: \_\_\_\_\_

List all pending law suits against you or the corporation:

Creditor	Court	Amount Claimed	Disputed by you?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List all checking accounts

Bank	Acct. Number	Balance
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all savings accounts

Bank	Account Number	Balance
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Employees Today \_\_\_\_\_ Account Receivable Today \_\_\_\_\_

Liability Today:\$ \_\_\_\_\_ Equipment:\$ \_\_\_\_\_

Documents Needed

1. Copy of last 3 year tax returns.
2. Copy of last 1 year bank statements.
3. List of all property: description, date purchased, cost new, value now.
4. List of creditors: name, address, amount, whether secured, whether disputed, why owed.
5. List of all shareholders and number of shares. (What is your authority)

BANKRUPTCY INFORMATION FORMS  
FOR CORPORATIONS

\_\_\_\_\_  
NAME\_\_\_\_\_

\_\_\_\_\_  
ADDRESS\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MAILING ADDRESS\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE NO. \_\_\_\_\_

TAX I.D. NUMBER \_\_\_\_\_

All information contained herein is true and complete  
to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

NOTICE:

\_\_\_\_\_  
AS OF TODAY STOP USING CREDIT LINES

Alexander Gordon, IV  
8615 Commerce Drive #1  
Easton, Maryland 21601  
410-822-3702  
410-822-9356 (Fax)

**IF MORE SPACE IS NEEDED, USE THE BACK OF EACH PAGE  
OR ATTACH EXTRA SHEETS**

**FINANCIAL AFFAIRS  
BUSINESSES**

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1. Is this business a corporation, partnership or LLP or LLC?
  
2. What is the nature of the business?
  
3. In what county is the principal place of business?  
In what county is the principal place of the assets?
  
4. List the names of all partners, owners or stockholders, the percentage of their share of the corporation or partnership and their title, if any:
  
5. List the names of all partners, owners or stockholders whose relationship with the corporation or partnership terminated within one year immediately preceding the commencement of this case.
  
6. What was the date that the corporation officially ceased operations?
  
7. List the names and addresses of all businesses in which the partnership was a partner or owned 5 percent or more of the voting securities, within the two years immediately preceding the commencement of this case.
  
8. List any unusual payments to creditors in the past 90 days. (For Example: \$5,000.00 payment to a creditor for a 6 month old bill, \$1,000 to your father last 12 months.)
  
9. List all lawsuits that you have been a party in within the last year. (Court location, Case #, and Attorney for Plaintiff)

10. List all property that has been garnished, attached, seized, repossessed or foreclosed on by any creditor in the last year. Include the value of the property.

11. List any assets that you transferred from the corporation or partnership in the last year.

12. List all security deposits with any landlord, utility company, etc. (Include amount, name, address and date)

13. List all transfers of property to any creditor, business partner or otherwise within the last year.

14. List all financial accounts that you closed in the last year.

15. List all safe deposit boxes that the corporation or partnership currently has or have had in the last year. List the contents and the value of the contents.

16. List all property the corporation or partnership is holding or someone else. List all property someone else is holding for the corporation or partnership.

17. List all addresses that the corporation or partnership has had in the last two years.

18. List all income for this year (year to date), and the last two years for the corporation or partnership.

<u>Year</u>	<u>Amount</u>
19__	\$_____
19__	\$_____
19__	\$_____

19. List any executory contracts or unexpired leases that the corporation or partnership is currently involved in.

20. List all bookkeepers and accountants who within the six years immediately preceding the filing of this bankruptcy case kept or supervised the keeping of books or records.

21. List all financial institutions, creditors, and other parties to whom a financial statement was issued within the past two years.

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

23. List all pending or prior bankruptcy filings by any partner, owner or affiliate of the partnership or corporation.

24. When did the business shut down?

25. Attach list of inventory, accounts receivable (name, address, amount owed, contact person), machinery, patents, copyrights, all assets, all debts.

26. Do company stockholders, directors, shareholders owe the company money? Who, how much, why.

**NOTE: \_\_\_\_\_ WHEN A CORPORATION FILES CHAPTER 7, IT MUST CEASE DOING ANY BUSINESS WHATSOEVER AS OF THE DATE OF FILING. ANY CHECKS THAT ARE RECEIVED ARE TO BE TURNED OVER TO THE TRUSTEE. NO EXCEPTIONS.**



of judgement, court case was filed in, etc.)

7. List of all tax liens (federal and state) filed against the corporation or partnership.

**PERSONAL PROPERTY**

1. List all checking and savings accounts that the corporation or partnership currently owns.

<u>Name of Bank</u>	<u>Account No.</u>	<u>Current Value</u>
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2. List all certificates of deposits. Include current value.
3. List all interests in insurance policies. Include type of policy and current cash value.
4. List all interests in Annuities. Include type and current value.
5. List all interest in IRA, ERISA, Keogh, or other pension or profit sharing plan. Include type of plan and current value.
6. List all tax refunds currently expected.
7. List all interests in patents or copyrights.
8. List all interests in Licenses or franchises.
9. List all vehicles that the corporation or partnership currently owns. Use the back of this page if there are any additional vehicles

**VEHICLE #1**

**VEHICLE #2**

Year \_\_\_\_\_ Make \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_

Current Value\_\_\_\_\_ Current Value\_\_\_\_\_

Amount owed\_\_\_\_\_ Amount owed\_\_\_\_\_

Name of Lender\_\_\_\_\_ Name of Lender\_\_\_\_\_

Name of co-owner or co-debtor\_\_\_\_\_ Name of co-owner or co-debtor\_\_\_\_\_

\_\_\_\_\_

10. List all mobile homes, motorcycles, boats, motors, airplanes, trailers, etc. Use back of this page for additional space.

Type of Property\_\_\_\_\_ Type of Property\_\_\_\_\_

Year\_\_\_\_\_ Make\_\_\_\_\_ Year\_\_\_\_\_ Make\_\_\_\_\_

Current Value\_\_\_\_\_ Current Value\_\_\_\_\_

Amount owed\_\_\_\_\_ Amount owed\_\_\_\_\_

Name of Lender\_\_\_\_\_ Name of Lender\_\_\_\_\_

Name of co-owner or co-debtor\_\_\_\_\_ Name of co-owner or co-debtor\_\_\_\_\_

\_\_\_\_\_

11. List all office equipment, furnishings and supplies. Include the current value of the items and the name of any creditor holding a secured interest in the items and the amount of the debt.

12. List all machinery, fixtures, equipment, and supplies used in the business. Include the current value of the items and the name of any creditor holding a secured interest in the items and the amount of the debt.

13. List all inventory the corporation or partnership currently has. Include the current value of the inventory and the name of any creditor holding a secured interest in the inventory and the amount of the debt.

14. List all crops-growing or harvested that the corporation or partnership currently has an interest in. Include the value of the crops and the name of any creditor holding a secured interest in the crops and the amount of the debt.

15. List all farming equipment and implements, supplies, chemicals and feed the corporation or partnership currently has an interest in. Include the value of the items and the name of any creditor holding a secured interest in the items and the amount of the debt.

16. List of all animals the corporation or partnership currently owns. Include current full value.

17. List any other personal property that the corporation or partnership owns. Include the current value of the property and whether the property is security for a debt. List the amount of the debt and the name of the secured party.

### **DOCUMENTS NEEDED**

1. Copy of all Deeds, Mortgages, and Deeds of Trust for your real estate.
2. Copy of your current tax assessment for your real estate.
3. Either a written appraisal of real estate (not more than one year old) or a letter from a real estate agent as to the current fair market value, if you want to keep your real estate.
4. Letter from your mortgage holder with full current amount of you owe.
5. Amount of current tax basis in real estate. (Cost + improvements - rollover gain = tax basis)
6. Copy of the last three years tax returns.
7. Copy or original title to all vehicles, mobile homes, motorcycles, etc. (Originals will be returned to you.)
8. Copy of all court papers you have been served with.
9. Copy of any papers you have concerning prior bankruptcies.
10. Copy of all insurance policies, IRA or other pension accounts, Certificates of Deposit, Stocks, Bonds, etc.

### **CREDITORS**

List all creditors below. Use the back of this page if you need more room.  
Make sure you include the following:

1. Name of Creditor (Include names of all collection agents/attorneys)
2. Complete Address of Creditor.
3. Account No.
4. Amount owed.
5. Type of debt. (For example: Credit Card Debt, Personal Loan, etc.)
6. Whether Creditor is secured or unsecured.
7. Names of all co-debtors.

(THIS MUST BE FILLED OUT BY YOU. AN ASSORTMENT OF BILLS, DEMAND LETTERS AND SCRAPS OF PAPER WILL NEITHER BE ACCEPTED NOR PROCESSED)