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CLIENT INFORMATION WORKSHEET
(One Debtor Filing Personally, **Business Debt**)

When completing this form, always indicate whether an asset, liability, etc. is solely corporate, solely individual, or a joint asset/liability. When in doubt, be inclusive in providing information and details.

Full name: ____
(Person completing this form)

Business Name: ____
(Indicate whether dba, profit corp., state of incorporation, etc.)

Residential Street Address: ____

Mailing Address: ____

Business Address: ____

Business Mailing Address: ___________________________________

County of Residence: ____________

Preferred contact method
(check one or more)

Home phone #: (____)____________________ ☐

Work #: (____)____________________ ☐

Cell #: (____)____________________ ☐

Email: ______________________ ☐

Social security #: _____-_____-_______

Other tax ID #: ____________________

What other personal or business names have you used in the last six years?

____

أ I own or have possession of property that poses or is alleged to pose a threat of imminent and identifiable harm to public health or safety. If so, describe in detail on a separate sheet.

Estimated number of creditors (all creditor types) _______

Estimated total dollar value of all assets without deducting encumbrances: $__________

Estimated total dollar value of all debts (all creditor types): $__________

Prior Bankruptcies: If you have previously filed a bankruptcy petition, please list the case number, date, and location where you filed on the following lines:

____

____

Pending Bankruptcies: If any immediate family member or business partner has a bankruptcy pending, please list the case number, name of debtor, relation to you, date and location where filed, and the bankruptcy judge on the following lines:

____

____

Your Real Property

Always Specify and Distinguish Personal, Corporate, Joint Assets

Do you own real estate now? أYes أNo (If no then skip to page 4)

If yes, what is the:

a) Address: ______________________________________

b) Fair market value: $____________

c) Total of all outstanding mortgages: $_____________

d) Are there any other liens against the property? أYes أNo

If yes, please describe in detail (include date of lien):

____

____

e) When did you buy the property and for how much? Purchased: ________

Price: $__________

f) Is this your primary residence? أYes أNo

g) Name all persons with an ownership interest in the property:

______________________ ______________________

If you have interests in more than one property, please copy or reprint this page and provide the above information for each additional property.

Your Personal Property

Always Specify and Distinguish Personal, Corporate, Joint Assets

Property Type	Description	Fair Market Value	Amount of liens (may not apply to any property)	Who owns it? (Husband, Wife, alone or with another person?)
1. Cash on Hand				
2. Bank Accounts and Other Deposits of Money (include name of bank, and identify type of account (checking, savings, etc.))				
3. Security Deposits				
4. Household Goods, Supplies and Furnishings				
5. Books, Pictures, Art Objects; Stamp, Coin, and Other Collections				
6. Wearing Apparel				
7. Jewelry				
8. Firearms, Sports Equipment and Other Hobby Equipment				

Your Personal Property

Always Specify and Distinguish Personal, Corporate, Joint Assets

9. Interests in Insurance Policies				
10. Annuities				
11. Pensions or Profit-Sharing Plans				
12. Stock and Interests in Incorporated and Unincorporated Companies				
13. Interests in Partnerships				
14. Government and Corporate Bonds and Other Negotiable and Non-Negotiable Instruments				
15. Accounts Receivable				
16. Family Support (to which you are or may be entitled receive)				
17. Other Liquidated Debts Owing to You, Including Tax Refunds				

Your Personal Property

Always Specify and Distinguish Personal, Corporate, Joint Assets

18. Equitable and Future Interests, Life Estates and Rights or Powers				
20. Other Contingent and Unliquidated Claims (including possible or pending lawsuits, personal injury claims, loans from you, etc.)				
21. Patents, Copyrights and Other Intellectual Property				
22. Licenses, Franchises and General Intangibles				
23. Automobiles, Trucks, Trailers, and Other Vehicles				
24. Boats, Motors, and Accessories				
25. Aircraft and Accessories				
26. Other Equipment Furnishings and Supplies				
27. Machinery, Fixtures, Equipment and Supplies				

Your Personal Property

Always Specify and Distinguish Personal, Corporate, Joint Assets

28. Inventory				
29. Livestock, Poultry and Other Animals				
30. Crops				
31. Farming Equipment and Implements				
32. Farm Supplies				
33. Other Personal Property for which none of the above categories seem to apply				

Secured Debts

Always Specify and Distinguish Personal, Corporate, Joint Liabilities

Secured debts are debts where the creditor has an interest in the property (called "collateral") such that if the debt is not paid the creditor could possibly repossess the collateral. Examples of secured loans include home loans (mortgages) and car loans. Unsecured loans do not give the creditor the right to recover property if the debts are not paid. Examples of unsecured loans are credit cards, utility bills, medical bills, personal loans, etc. If you have copies of recent account bills/invoices containing the requested information, you may attach them to the worksheet rather than reprinting the information here.

Debt type	Creditor Name and address	Amount of debt	Collateral	Date incurred	Name codebtors, if any
Mortgage(s) on principal residence			principal residence		
			principal residence		
Car loan					
Other secured debts					

Tax Debts

Always Specify and Distinguish Personal, Corporate, Joint Liabilities

Federal Taxes	Description (income, withholding, capital gains, etc.)	Amount	Date incurred	Were returns filed? When?

State/Municipal Taxes	Description (income, withholding, capital gains, etc.)	Amount	Date incurred	Were returns filed? When?

Unsecured Debts

Always Specify and Distinguish Personal, Corporate, Joint Liabilities

Unsecured debts do not give the creditor the right to recover property if the debts are not paid. Examples of unsecured loans are credit cards, utility bills, medical bills, personal loans, etc. List all your unsecured debts. *Please Include Addresses.* If you have copies of recent account bills/invoices containing the requested information, you may attach them to the worksheet rather than reprinting the information here.

Creditor name and address	Debt amount	Describe debt (credit card, personal loan, medical, student loan, etc.)	Date incurred (for credit cards state last date charge incurred)	Name of codebtors, if any

Unsecured Debts

Always Specify and Distinguish Personal, Corporate, Joint Liabilities

Creditor name and address	Debt amount	Describe debt (credit card, personal loan, medical, student loan, etc.)	Date incurred (for credit cards state last date charge incurred)	Name of codebtors, if any

Leases and Contracts

Always Specify and Distinguish Personal, Corporate, Joint Liabilities

LEASES OR CONTRACTS: Are you a party to a contract or lease? Please describe including the type of lease or contract, the name and address of the other party to the contract or lease, and any other pertinent information:

Biographical Information

Date of Birth: ______________________ ________________________

Marital Status: ______________________

Occupation: ______________________ ________________________

Employed Since?: ________________ ________________________

Employer's Name: ________________ _________________________

Employer's Address: ________________ _________________________

__________________________________ _________________________

Dependants

Name: ___________________________

Date of Birth: _____________________

Relationship: _____________________

Name: ___________________________

Date of Birth: _____________________

Relationship: _____________________

Name: ___________________________

Date of Birth: _____________________

Relationship: _____________________

Personal Only Income Sources

Current monthly gross wages, salary, commissions (pro-rate if not paid monthly).	
Estimated monthly overtime	
Payroll Taxes and Social Security Deductions	
Insurance Deductions	
Union Dues	
Other Payroll Deductions – specify	
Regular monthly income from business, profession, or farm (attach detailed statement)	
Monthly income from real property	
Alimony, maintenance, or support payments (amount received by you monthly for yourself or a dependant)	
Social security or government assistance	
Pension or retirement	
Other Monthly Income	
Describe any increase or decrease of more than 10% in any previous category anticipated to occur in the year following this filing	

Personal Only Expenses

Expense	Average Amount Monthly
Rent or home mortgage payment Does it include real estate taxes? Does it include property insurance?	
Electricity and heating fuel	
Water and sewer	
Telephone and/or cell phone	
Cable TV	
Internet Service Provider	
Home Maintenance	
Food	
Clothing	
Laundry and Dry Cleaning	
Medical and dental	
Transportation (not including car payment)	
Recreation, clubs, and entertainment, newspapers, etc.	
Charitable contributions	
Homeowner’s or renter’s insurance	
Life Insurance	
Health Insurance	
Auto Insurance	
Other Insurance – specify	
Taxes not deducted from wages or in home mortgage payments	
Installment auto payments	
Other installment payments	
Alimony, maintenance, and support paid by you to others	

Personal Only Expenses

Expense	Average Amount Monthly
Payments for dependants not living at your home	
Operation expenses of business, profession, or farm	
Other expenses	

Business Only Income and Expenses

Gross Business Income for Prior 12 Months	
Estimated Average Future Gross Monthly Income	

Estimated Future Monthly Expenses

Net Employee Payroll (exclude yourself)	
Payroll Taxes	
Unemployment Taxes	
Worker's Compensation	
Other Taxes	
Inventory Purchases (including Raw Materials)	
Purchase of Feed/Fertilizer/Seed/Spray	
Rent (exclude your residential rent)	
Utilities:	Elec.
	Phone
	Heat
	ISP
Office Expenses and Supplies (Attach extra page with specifics if possible)	
Repairs and maintenance	
Vehicle Expenses	
Travel and Entertainment	
Equipment Rental and Leases (Specify)	
Legal/Accounting/Other Professional Fees (Specify)	

Business Only Income and Expenses

Insurance	
Employee Benefits (e.g., pension, medical, etc.)	
Payments to Secured Creditors for Pre-Petition Business Debts (Specify Creditor and Describe Debt)	
Other Business Expenses (Specify)	

Client Worksheet
Statement of Financial Affairs

1. Income from employment or operation of business: Please provide separately amount earned to date this year, amount earned last year, and amount earned two years ago. Please indicate in your answer the source(s) of income and the years in which the income was earned.

	Amount	Source (wages, salary, etc.)
This year to date:	____________________	________________________
	____________________	________________________
Last year:	____________________	________________________
	____________________	________________________
Two years ago:	____________________	________________________
	____________________	________________________

2. Income from other than employment (social security, alimony, etc.):

	Amount	Source (SSI, Alimony, etc.)
This year to date:	____________________	________________________
	____________________	________________________
Last year:	____________________	________________________
	____________________	________________________
Two years ago:	____________________	________________________
	____________________	________________________

3a. Describe payments to creditors of more than $600.00 made within the last 90 days:

____

____

3b. Describe payments made to family and partners during the last year:

____

____

4a. Were you sued or did you sue anyone during the past year? If so, describe case in detail:

4b. List all property garnished, attached, or seized within the past year?

5. List any repossessions, foreclosures, and voluntary returns within the last year:

6a. Describe any assignment of property for the benefit of creditors within the last 120 days:

6b. List all property that has been in the hands of a custodian, receiver, or court-appointed official during the past year:

7. List all gifts or charitable contributions made during the past year except ordinary and usual gifts totaling less than $200.00 to family/friends ($100.00 or less per recipient)

8. List all loses from fire, theft or gambling during the last year.

9. Describe any payments for debt consultation (especially to attorneys) within the last year.

10. List all transfers of property to family or friends within the last year.

11. List all financial accounts that were closed or transferred within the last year.

12. List each safe deposit box in which you have stored valuables within the last year.

13. List all setoffs (money taken from an account to repay a loan at the same bank, for example) within the last 90 days.

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

15. If you have moved within the last two years, please provide dates and addresses of prior residences.

16. If you resided in a community property state (including Alaska, Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Puerto Rico, Texas, Washington or Wisconsin) within the past six years, identify the name of your spouse and any former spouse who you resided with in the community property state.

17a. List the name and address of every site for which you have received notice that you may be liable or potentially liable under Environmental Law. Provide governmental unit, date of notice and the appropriate law.

17b. List the name and address of every site for which you have provided notice to a governmental unit of a release of Hazardous Material. Provide governmental unit and date of notice.

17c. List all judicial or administrative proceedings, including settlement or orders, under Environmental Law with respect to which you were a party. Provide the name and address of the governmental unit that is/was a party to the proceeding and the docket number.

18. Nature, Location and Name of Business

18a. If the proposed debtor is an individual, list the names, addresses, taxpayer identification numbers, nature of the business (es), and the beginning and ending dates of all businesses in which you were an officer, director, partner, or managing executive of a corporation, partnership, sole proprietorship, or were self-employed professional within **six years** immediately preceding the completion of this worksheet, or in which you owned 5 percent or more of the voting or equity securities within **six years** immediately preceding the completion of this worksheet.

If the proposed debtor is a partnership, list the names, addresses, taxpayer identification numbers, nature of the business(es), and the beginning and ending dates of all businesses in which you were a partner or in which you owned 5 percent or more of the voting or equity securities within **six years** immediately preceding the completion of this worksheet.

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

18.b Identify any business listed in response to subdivision 18.a, above, that is "single asset real estate" (company whose only operation involves owning/managing one real estate asset).

19. Books, records and financial statements

19.a List all bookkeepers and accountants (name, business address, phone number) who, within the **two years** immediately preceding the completion of this worksheet, kept or supervised the keeping of books of account and records of the proposed debtor. List yourself or “none” if appropriate.

19.b List all firms or individuals who, within the **two years** immediately preceding the completion of this worksheet, have audited the books of account and records, or prepared a financial statement of the proposed debtor. List yourself or “none” if appropriate.

19.c List all firms or individuals who, as of the completion of this worksheet, were in possession of the books of account and records of the proposed debtor (indicate name, business address, and phone number, and identify types of records etc.).

19.d List all financial institutions, creditors, and other parties, including mercantile and trade agencies, to whom a financial statement was issued within the **two years** immediately preceding the completion of this worksheet (indicate name business addresses, and phone number, and specify date of issuance).

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20. Inventories

20.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. List yourself or “none” if appropriate.

20.b List the name and address of the person having possession of the records of each of the two inventories reported in 20.a above.

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21. Current Partners, Officers, Directors and Shareholders

21.a If the proposed debtor is a partnership, list the nature and percentage of partnership interest of each member of the partnership.

21.b If the proposed debtor is a corporation, list all officers and directors of the corporation, and each stockholder who directly or indirectly owns, controls, or holds 5 percent or more of the voting or equity securities of the corporation.

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22. Former Partners, Officers, Directors and Shareholders

22.a If the proposed debtor is a partnership, list each member who withdrew from the partnership within **one year** immediately preceding the completion of this worksheet (include name, address, and date of withdrawal).

22.b If the proposed debtor is a corporation, list all officers, or directors whose relationship with the corporation terminated within **one year** immediately preceding the completion of this worksheet.

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23. Withdrawals from a partnership or distributions by a corporation

If the debtor 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 perquisites during **one year** immediately preceding the completion of this worksheet.

24. Tax Consolidation Group

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

25. Pension Funds

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

26. Any other information that you believe your attorney should know.

Note: Please do not hesitate to add sheets, including questions you may have.