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CHAPTER 11 DOCUMENTS REQUIRED

Name of Company _____

Name and Position of Contact Person _____

Federal Identification Number or Social Security Number _____

Contact Information:

Address:

Current Address _____

Prior Address w/in two years _____

Phone Numbers:

Business _____

Cell _____

DOCUMENTS REQUIRED PRIOR TO FILING YOUR CASE

- _____ 1. Copies of filed Federal Income Tax and Personal Property Tax returns for the two (2) years prior with all schedules and attachments.
- _____ 2. Copies of most recent audited and unaudited Financial Statements.
- _____ 3. Balance Sheet as of month-end immediately preceding filing.
- _____ 4. Profit and Loss Statement for month immediately preceding filing.

- _____ 5. Proof of Insurance Coverage - General Liability, Property, Fire & Theft, Workers' Compensation, Vehicle, Other.
- _____ 6. Projected cash budget for first 6 months of post petition operations.
- _____ 7. Detailed listing of Accounts Receivable and an Accounts Receivable Aging Report.
- _____ 8. List of all checks written and other disbursements on all accounts **90 days** prior to filing petition.
- _____ 9. Report of Physical Inventory.
- _____ 10. Current rent roll, if debtor has tenant-occupied property.
- _____ 11. Copies of current business licenses and performance bonds, if required.
- _____ 12. Details on Pension, Welfare/Health Plans, (i.e., type of plans maintained, fully or self-insured, administrators, who makes contributions, who maintains assets of the plans).
- _____ 13. Resume, job title, duties and responsibilities, salary/benefit package details for the Twelve months prior to filing and the anticipated salary/benefit package for each owner and/or officer.
- _____ 14. For small businesses, a copy of Business Plan.