
STATEMENT OF FINANCIAL AFFAIRS
BUSINESS ADDENDUM

Debtors that are or have been in business, as defined below, also must complete Questions 17-25. If the answer to an applicable question is "None," or the question is "not applicable", check the Non-Applicable box at the end of each section.

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 and/or spouse, including, but not limited to disposal sites.

"Hazardous Material" means anything defined as hazardous waste, hazardous substance, toxic substance, hazardous material, pollutant, or contaminant or similar term identified under an Environmental Law: Non-Applicable

List the name and address of every site for which the debtor has 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: _____

List the name and address of every site for which the debtor 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: _____

List all judicial or administrative proceedings, including settlements or orders, under any Environmental Law, with respect to which the debtor is or was a party. Indicate the name and address of the governmental unit that is or was a party to the proceeding, and the docket number: _____

18.) NATURE, LOCATION AND NAME OF BUSINESS

If the **debtor is an individual**, list the names and Complete Addresses 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 2 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 2 years immediately preceding the commencement of this case. Also, state the nature of business and include start and end dates of business.

Business Name and Complete Address: _____

Debtor's Role in Business: _____ Start/End Dates: _____

EIN/Tax ID No.: _____ Nature of Business: _____

Business Name and Complete Address: _____

Debtor's Role in Business: _____ Start/End Dates: _____

EIN/Tax ID No.: _____ Nature of Business: _____

If the **debtor is a partnership**, list the names and Complete Addresses of all businesses in which the debtor was a partner or owned 5 percent or more of the voting securities within the 2 years immediately preceding the commencement of this case. Also, state the nature of business and include start and end dates of business. Non-Applicable

Partnership's Name and Complete Address: _____

Debtor's Role in Business: _____ Start/End Dates: _____

EIN/Tax ID No.: _____ Nature of Business: _____

Partnership's Name and Complete Address: _____

Debtor's Role in Business: _____ Start/End Dates: _____

EIN/Tax ID No.: _____ Nature of Business: _____

If the **debtor is a corporation**, list the names and Complete Addresses of all businesses in which the debtor was a partner or owned 5 percent or more of the voting securities within the 2 years immediately preceding the commencement of this case. Also, state the nature of business and include start and end dates of business. Non-Applicable

Corporation's Name and Complete Address: _____

Debtor's Role in Business: _____ Start/End Dates: _____

EIN/Tax ID No.: _____ Nature of Business: _____

Corporation's Name and Complete Address: _____

Debtor's Role in Business: _____ Start/End Dates: _____

EIN/Tax ID No.: _____ Nature of Business: _____

19.) BOOKS, RECORDS AND FINANCIAL STATEMENTS

List and include the Complete Addresses for all **bookkeepers and accountants** who within the six years immediately preceding the filing of this bankruptcy case kept or supervised keeping of books of account and records of the debtor. Include dates. Non-Applicable

Bookkeeper's Name and Complete Address: _____
Start/End Dates: _____

Bookkeeper's Name and Complete Address: _____
Start/End Dates: _____

Accountant's Name and Complete Address: _____
Start/End Dates: _____

Accountant's Name and Complete Address: _____
Start/End Dates: _____

List and include the Complete Addresses for **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**. Include dates.

Non-Applicable

Auditor's Name and Complete Address: _____
Start/End Dates: _____

Auditor's Name and Complete Address: _____
Start/End Dates: _____

List and include the Complete Addresses for **all firms or individuals** who at the time of the commencement of this bankruptcy case were **in possession of the books of account and records of the debtor**. If any of the books of account and records are not available, explain.

Non-Applicable

Firm's Name and Complete Address: _____
Start/End Dates: _____
Explanation (if necessary): _____

Individual's Name and Complete Address: _____
Start/End Dates: _____
Explanation (if necessary): _____

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 commencement of this bankruptcy case by the debtor. Include the dates the statements were issued. Non-Applicable

Institution's Name and Complete Address: _____
Start/End Dates: _____

Institution's Name and Complete Address: _____
Start/End Dates: _____

20.) INVENTORIES

List the dates of the **last two inventories** taken of your property, the name of the person who supervised the taking of each inventory, the dollar amount and basis of each inventory (cost/market.) Non-Applicable

Supervisor's Name: _____
Date of Last Inventory: _____ Value: _____ Valued at: Cost or Market

Supervisor's Name: _____
Date of Last Inventory: _____ Value: _____ Valued at: Cost or Market

List the name and Complete Address of the person **having possession of the records of each of the last two inventories** reported in the above mentioned question. Non-Applicable

Name and Complete Address: _____
Name and Complete Address: _____

21.) CURRENT PARTNERS, OFFICERS, DIRECTORS AND SHAREHOLDERS

If the **debtor is a partnership**, list the name, Complete Address, nature of interest and percentage of partnership interest of each member of the partnership. Non-Applicable

Name and Complete Address: _____
Nature of Interest: _____ Percentage of partnership interest: _____
Name and Complete Address: _____
Nature of Interest: _____ Percentage of partnership interest: _____

If the **debtor is a corporation**, list the name, Complete Address, title and percentage of ownership interest of each officer, director and stockholder who directly or indirectly owns controls or holds 5 percent or more of the voting securities of the corporation. Non-Applicable

Name and Complete Address: _____
Title: _____
Nature of Interest: _____ Percentage of partnership interest: _____

Name and Complete Address: _____
Title: _____
Nature of Interest: _____ Percentage of partnership interest: _____

22.) FORMER PARTNERS, OFFICERS, DIRECTORS AND SHAREHOLDERS

If the **debtor is a partnership**, list the name, Complete Address, title and termination date of each member who withdrew from the partnership within one year immediately preceding the commencement of this bankruptcy case. Non-Applicable

Name and Complete Address: _____
Title: _____ Termination Date: _____

Name and Complete Address: _____
Title: _____ Termination Date: _____

If the **debtor is a corporation**, list the name, Complete Address, title and termination date of each officer, director and stockholder whose relationship with the corporation within one year immediately preceding the commencement of this bankruptcy case. Non-Applicable

Name and Complete Address: _____
Title: _____ Termination Date: _____

Name and Complete Address: _____
Title: _____ Termination Date: _____

23.) WITHDRAWALS FROM A PARTNERSHIP OR DISTRIBUTIONS BY A CORPORATION

If the **debtor is a partnership or corporation**, list the name, complete address, relationship to debtor, purpose of withdrawal, date, amount or value of all withdrawals or distributions credited or given to an insider. Be sure to include compensation in any form, bonuses, loans, stock redemption, options exercised and any other prerequisite during one year immediately preceding the commencement of this bankruptcy case. Non-Applicable

Name and Complete Address: _____
Relationship to Debtor: _____ Purpose of Withdrawal: _____
Date: _____ Amount/Value of all withdrawals or distributions: _____

Name and Complete Address: _____
Relationship to Debtor: _____ Purpose of Withdrawal: _____
Date: _____ Amount/Value of all withdrawals or distributions: _____

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 six years immediately preceding the commencement of the case.

Non-Applicable

Name of the parent corporation of any consolidated group: _____

Federal taxpayer identification number: _____

Name of the parent corporation of any consolidated group: _____

Federal taxpayer identification number: _____

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 six years immediately preceding the commencement of the case.

Non-Applicable

Name of any pension fund to which the debtor, as an employer, has been responsible for contributing: _____

Federal taxpayer identification number: _____

Name of any pension fund to which the debtor, as an employer, has been responsible for contributing: _____

Federal taxpayer identification number: _____

PROFIT & LOSS

If you have been self-employed during the past 12 months, please list below the normal income and expenses your business generated for an average month. If you did not have an average monthly income due to extreme highs and lows in your business, estimate your total yearly income and divide by 12 to get the average monthly income. Use the same method of determining your average monthly expenses and enter those figures into the spaces below:

Average monthly business income \$ _____

Did you withhold any earnings for tax purposes? Yes No

If yes, how much did you withhold monthly? \$ _____

Average monthly business expenses (if applicable)

Rent and utilities \$ _____

Office Supplies \$ _____

Product Supplies \$ _____

Wages \$ _____

Equipment Leases \$ _____

Business Leases \$ _____

Other \$ _____

Other \$ _____

Other \$ _____

Other \$ _____

Total Average Monthly Income \$ _____

Total Average Monthly Expenses \$ _____

Average Monthly Business Profit \$ _____

Did you file income taxes for the years you operated your business? Yes No

If not, what years did you NOT file taxes? _____

Reason for not filing: _____

****Be prepared to complete a detailed Profit and Loss Statement for at least the 6 months prior to commencement of bankruptcy case as requested by your Attorney.****

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