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## DEALING WITH BANKRUPTCY

### DOCUMENTS TO SHOW YOUR BANKRUPTCY ATTORNEY

*Your bankruptcy attorney will ask you to provide these documents to assist in making the determination whether to file bankruptcy, and what type of bankruptcy to file.*

- Your company's current financial statements, including
  - √ Balance sheets,
  - √ Profit and loss statements,
  - √ Cash flow statements, and
  - √ Projections.
- A list of all of your creditors, including the name, address, city, state, zip code, contact person, account number and amount owed.
  - √ For your twenty largest *unsecured* creditors, also include a telephone number.
  - √ For your *secured* creditors, list the property pledged as collateral (security) for the loan and the value of the collateral.
- If your business is a corporation, a list of stockholders or shareholders, including the name, address, city, state, zip code, telephone number, number and percentage of shares owned, and the total amount of stock issued.
- A list of the names and titles of the persons authorized to sign documents for your company.
- If applicable, copies of your company's incorporation, partnership, or limited partnership documents.
- A list of employees, including name, address, city, state, zip code, amount owed outright for wages, and amount owed as an expense reimbursement.
- Copies of any court documents that your company has received in the last twelve months.
- Copies of any federal or state tax liens that your company has received.
- Copies of any other correspondence that your company has received from the Internal Revenue Service or state taxing authority.
- If applicable, for any real property owned by your company, the
  - √ Legal description
  - √ Market value

√ Balance of any mortgage(s) against the property.

- If applicable, the name and address of your landlord and a copy of your company's real property lease(s).
- If applicable, copies of all leases for vehicles, equipment, computers, telephones, etc.
- A list of all personal property (such as office furniture, equipment, computers, telephones, machinery, art, vehicles, boats, aircraft) that your company owns, the value of the property, the amount owed on the property and the creditor to whom it is owed.
- Copies of all
  - √ Notes,
  - √ Mortgages,
  - √ Security agreements,
  - √ Loan agreements, and
  - √ U.C.C.-financing statements.
- A detailed month-by-month listing of your company's cash flow needs for the next three months.
- Copies of your company's federal and state tax returns for the last three years.