

**SUPPORTING DOCUMENTS FOR BANKRUPTCY CASES
BUSINESS ENTITIES - CORPORATION, PARTNERSHIP, LLC**

BUSINESS STRUCTURE OF POTENTIAL DEBTOR

If a corporation:

Copies of articles of incorporation and any amendments.

Copies of corporate bylaws and any amendments.

If a partnership:

Copy of the written partnership agreement and any amendments.

If no written agreement, then prepare a detailed statement of all partnership terms.

If a limited liability company:

Copies of the written operating agreement and any amendments.

If the business entity is not organized under California law (e.g., Delaware or Nevada):

Proof of legal existence issued by a government agency, such as recorded/filed articles of incorporation, recorded/filed articles of organization, or certificate of good standing.

DIRECT OWNERSHIP OF POTENTIAL DEBTOR

List every ownership interest in the potential debtor.

For ownership interests owned directly by an individual:

Provide the name, mailing address, and ownership interest of every individual having a direct ownership interest in the business. If the potential debtor is a corporation, "ownership interest" includes the percentage interest, the number of shares owned, and the total number of issued shares.

For ownership interests owned directly by another business entity rather than by an individual:

Provide the entity name, mailing address, and ownership interest of each entity having a direct ownership interest in the potential debtor. Provide the name of the individual who is the point of contact for the entity. If the business entity is not organized as a California entity, provide the state of organization.

SIGNIFICANT INDIRECT OWNERSHIP OR CONTROL OF POTENTIAL DEBTOR

Provide the name of each entity and/or individual who directly or indirectly owns or controls 10% or more of the potential debtor. Explain the nature of the control.

For example, individual A may own no direct ownership interest in the potential debtor, but owns 75% of entity B, and B owns 15% of the potential debtor. A would be listed in your response.

BUSINESS MANAGEMENT AND CONTROL

If the potential debtor is a corporation, provide the name and mailing of every current officer and/or director.

If the potential debtor is a limited liability company that is managed by managers rather than the members, provide the name and mailing address of each individual who is in a position to exercise significant control of the potential debtor. Titles may vary, but this would normally include all managers, any individual who effectively controls any manager, and any officers.

SECURITIES REGISTRATION

If the ownership interests in the potential debtor have been registered pursuant to federal or state securities

laws, provide copies of the registration documents. If the ownership interests qualify for an exemption from registration, provide copies of the exemption documents. Contact the attorney if these documents would be voluminous.

SHAREHOLDER AND/OR BUY-SELL AGREEMENTS

Provide copies of any agreements not already listed that affect ownership or management of the potential debtor. For example, shareholder agreements, buy-sell agreements, stock options, and the like.

TAX RETURNS

Copy of federal and state income tax returns for tax year 2011 (i.e., tax returns filed in 2022).

Copy of federal and state income tax returns for tax year 2022 (i.e., tax returns filed in 2023).

Copy of federal and state income tax returns for tax year 2023, if prepared and filed.

Copies of any K-1s for the above years.

Copies of all quarterly payroll tax returns for the most recent six quarters.

BUSINESS FINANCIAL INFORMATION

Profit and loss statement for the last calendar year.

Profit and loss statement for the current year to date.

Balance sheet (assets and liabilities) for most recent year end.

Balance sheet (assets and liabilities) for the present.

Copies of all profit and loss statements or balance sheets distributed to any third party (for example, a lender, potential investor, or vendor) in the last 18 months.

Copies of any loan applications in the last 18 months, whether or not the loan was obtained.

BANK STATEMENTS AND INFORMATION

Copies of all bank statements for every bank account for the last 18 months.

Check registers or other documents to identify the payee for every check or debit for the above period.

Check register or other documents to identify the date, payee, amount, and purpose for all checks of \$1,000 or more in the last 6 months.

OTHER FINANCIAL ACCOUNTS

Copy of most recent account statement any other financial account.

CREDIT CARDS

Copies of the most recent monthly credit card statements for every credit card for the last 4 months.

List of all credit card cash advances and balance transfers in the last 18 months.

BUSINESS INSURANCE

Copy of business general liability insurance. Declarations page at minimum, but also policy if available.

Proof of workers compensation insurance if the business had any employees in the last year.

Copy of the declarations page of the casualty and liability insurance on any real property.

Copy of the declarations page of your vehicle insurance. This is the page listing coverage amounts, not the proof of insurance card for a wallet.

Copy of any other insurance, such as business interruption insurance.

EMPLOYEES

Provide the name and mailing address of all employees within the last six months. "Employee" means someone who would be paid regular wages or salary and would receive a W-2 at year end.

For each employee who is owed wages or salary – other than amounts due for the current pay period – state the total amount owed and the relevant time period.

REAL PROPERTY - OWNED

For every owned property:

Copy of the deed showing recording information.

Unless the mortgage on the property is held by a bank or other similar large financial institution, provide copies of the loan documents and trust deed.

Copy of your most recent monthly mortgage statement. It should indicate the amount of the monthly payment, whether payments are current, and the principal balance owing on the loan. If you do not have such a statement (for example, if you pay with coupons) then contact your lender and ask that it send a statement with this information.

Copy of your most recent real property tax bill.

Copy of the escrow closing statement if you purchased or refinanced your the property within the last 14 months.

Copy of the declarations page of the casualty and liability insurance on the property.

REAL PROPERTY - LEASED

For every leased real property, whether potential debtor is the lessor/landlord or the lessee/tenant:

Copy of the lease.

Documents necessary to understand the current amount owed unless lease payments are completely up to date.

If an eviction or unlawful detainer is pending or threatened, copies of all documents and notices necessary to understand the current status.

VEHICLES

List of every vehicle (car, truck, motorcycle, or trailer) owned or leased at any time in the last six months, even if you no longer own or lease the vehicle.

Copy of vehicle registration for every vehicle.

Copy of vehicle title / pink slip for every vehicle you own free and clear.

Copy of the purchase contract and financing agreement for any vehicle you still own, unless you own it free and clear.

Copy of the lease (if any) for any vehicle you lease now.

Provide the equivalent information for any company vehicles if the potential debtor is on title in any way or if it liable on the auto loan in any way.

BOATS AND MOBILE HOMES

If you have a boat or a mobile home, provide information equivalent to that for vehicles.

PERSONAL PROPERTY LEASES

Copy of any lease of personal property (for example, equipment).

BUSINESS INVENTORY

Copy of most recent inventory.

BUSINESS ACCOUNTS RECEIVABLE

List of accounts receivable, if any. Include full address of account debtor.

LOANS AND SECURITY INTERESTS

For every loan:

Copies of promissory notes, loan agreements, security agreements, loan application, and any other written documentation.

If a loan to the potential debtor is personally guaranteed by anyone, copy of the personal guaranty.

Copy any recorded UCC-1.

LAWSUITS

Copy of any judgments obtained against you. If suit is still pending, copy of the complaint. If suit was settled, copy of the settlement agreement.

REPOSSESSIONS, FORECLOSURES, AND RETURNS

If any property has been repossessed, been the subject of foreclosure proceedings, or was returned to the creditor, copies of all documents relating to the transaction.