

## **BUSINESS CASE CHECKLIST FOR DEBTORS**

If you operate a business or are self-employed you are required to comply with the business reporting requirements of Local Bankruptcy Rule 3015-1(c)(4).

The following documents must be submitted to the Chapter 13 Trustee at least **7 days before the Meeting of Creditors**:

- Monthly **Income and Expense Statements** for at least the 6 months preceding the date of the petition; and continue to provide these statements until confirmation;
- Corresponding **bank statements** for the Income and Expense statements;
- Projected income and expenses** for the 12 month period following the filing of the petition;
- Evidence of **business insurance** and **required licenses**;
- Business **tax returns** for the past 5 years or for the time period for which your business has been in operation, whichever is greater; and
- Inventory** of goods and list of business furniture and equipment as of the date of the petition.