

Debtor is Self Employed and has employees or employs subcontractors.

Petition Line 4: Disclose any business names and EIN used by the debtor in the last eight years.

Schedule A/B – If the debtor maintains a bank account for business use only, disclose it on Line 17; interest in an unincorporated business must be disclosed on Line 19. All business related property owned by the debtor including accounts receivable, equipment, supplies and inventory must be disclosed on Lines 37 through 44.

Schedules D and E/F – All business related debts must be disclosed.

Schedule E/F Part 1 – Any unpaid income taxes, withholding taxes or sales taxes are personal liabilities of the debtor and must be disclosed and paid through the plan as priority debts.

Schedule G – Disclose any property leases or equipment leases.

Schedule I – State that the debtor is self-employed in Part 1. Disclose the address the debtor uses for the business in Part 1. Report the **net income** on Line 8a and attach a statement showing gross receipts, ordinary and necessary business expenses, and the total monthly net income.

Schedule J – Report estimated average monthly tax **liability** on Line 16. Use the debtor's tax returns as a resource if possible. Do not report any business related expenses on Schedule J, see Schedule I, Line 8a.

SOFA #4 – Report gross income.

SOFA Question 27 – List the name and nature of the debtor's business, list the beginning and if appropriate, ending dates of all businesses the debtor was involved in during the six years preceding the commencement of the case.

SOFA Question 28 - complete as appropriate.

Form 122C-1 – Report gross income, ordinary and necessary business expenses and net business income on Line 5.

AT LEAST SEVEN DAYS BEFORE THE ORIGINAL 341 MEETING DATE:

Submit the best available proof of income with a YTD statement of income and expenses to payadvices@lisle13.com. Review the documents before you send them, they should support the income disclosed on Schedule I. Make sure that the expense side of the income statements shows only business expenses. Provide supporting documents such as invoices, ledgers and bank statements annotated as necessary to make it clear how the stated income and expenses were calculated.

Submit the debtor's complete tax return with Schedule C.

If the debtor maintains separate business and personal bank accounts, submit statements for both, annotated as necessary for clarity. Identify any funds taken out of the business for personal use.

Debtors engages in a retail business must submit sales tax returns. Debtor must submit records regarding payments to employees or subcontractors such as: check ledgers, 1099 forms, 941 returns (payroll tax returns).