ALMEIDA & DÁVILA

REQUIRED DOCUMENTS TO PREPARE YOUR CASE
CHAPTERS 7 AND 11 CORPORATIONS

* **DOCUMENTS -** Bring copies. We do not make copies.
* **CROSS OUT -** Use a black marker to cross out the first digits of your account number. Leave the last 4 digits visible.
* Please only bring documents and information related to the Corporation, not personal documents.

GENERAL DOCUMENTS FOR ALL CASES:

- President's driver's license or representative's license
- President's or representative's Social Security card
- President's or representative's address and phone number
- Business activity description and operating dates
- List of related corporations, if any
- Evidence of EIN (Employer Identification Number)
- Certificate of incorporation
- Prepared financial statements (all operating years)
- List of payments made to creditors in the last 90 days
- List of payments made (directly or indirectly) in the last 2 years to: directors, officers, individuals in control, and/or partners of the corporation
- CD with accounting backup and SURI User and Password (only for Chapter 7 cases)
- Previous bankruptcy: Related documents
- Current insurance policies for the business
- Merchant Registration Certificate
- Municipal Patent
- Licenses required for your business

TAX RETURNS

- Income tax returns for the last 4 years
- Forms 940 and 941 (all operating years)
- Department of Labor Forms (all operating years)
- All annual reports filed with the Department of State (all operating years)
- Evidence of W2 filing for all employees (all operating years)
- Copies of W2 or 480 for the years

ASSETS

- Detailed list of accounts receivable (including names, addresses, phone numbers, account numbers, copies of invoices, and liens, if any)
- Bank and/or investment account statements
- Inventory of equipment and furniture with market value
- Inventory of supplies with market value
- Inventory of merchandise with market value
- Lawsuits filed by you (courts, agencies, etc.)

LIENS

- Copy of UCC (Uniform Commercial Code) liens on equipment, supplies, and/or merchandise
- Copies of all IRS lien notifications (tax liens or tax levies)
- Copy of garnishment orders
- DEBTS
- Certification of debt with the Department of Treasury (General and IVU)
- Certification of debt with Municipalities (Patente and IVU)
- Certification of debt with the IRS
- Certification of debt with CFSE (Child Support Enforcement)
- Lawsuits against you
- Latest credit card and loan statements
- Collection letters received
- Credit report
- Unpaid bills (suppliers, services, etc.)
- Accounts payable report

CONTRACTS

- Leased equipment contracts and cancellation balances
- Commercial lease
- Contracts: Franchises, licenses, services, etc.

MOTOR VEHICLES

- Financing agreements for vehicles
- Vehicle licenses
- Pay stubs: next and last payment
- Vehicle cancellation balances
- Photos: mileage, license plate, front, and side of vehicles
- Auto insurance (if paid separately from the loan)

REAL ESTATE PROPERTY

- Mortgage cancellation balances (pay off)
- Delinquent mortgage balances
- CRIM certification
- Deed of sale
- Title search
- Appraisal