



UNITED STATES TRUSTEE INITIAL DEBTOR INTERVIEW REPORTING REQUIREMENTS CHECKLIST & CERTIFICATIONS

Debtor must attach each of the following documents or a satisfactory explanation for failure to attach a document. Submit this report with all relevant attachments. The United States Trustee Operating Guidelines and Reporting Requirements can be located at <https://www.justice.gov/ust-regions-r02/region-2-general-information>

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- Signed “Receipt and Certification of Understanding United States Trustee Operating Guidelines and Reporting Requirements” (NOTE: This document is signed by both the principal of the Debtor and Debtor’s counsel.)
 - Tax Returns:
Copies of Federal Income Tax Returns, Federal and State Payroll Tax Returns and State Sales Tax returns including all schedules and attachments for the two years prior to the petition filing for the Debtor and any entities for which the Debtor is a sole proprietor.
 - Banking
 1. Pre-Petition Bank Accounts:
 - a) Copies of bank statements on all accounts for the 90 days prior to the petition filing.
 - b) Documentation from the bank(s) that all pre-petition bank accounts have been closed and the balances transferred to the Debtor In Possession bank account(s).
 2. Debtor In Possession bank accounts
 - a) Documentation that the Debtor-In-Possession bank account has been established at an Authorized Depository in accordance with the United States Trustee Operating Guidelines and Reporting Requirements. A list of the Authorized Depositories may be located at <http://www.justice.gov/ust/r02/index.htm>
(NOTE: Starter checks are not considered acceptable documentation. In addition, the Debtor should verify with bank that the bank statements are on a full calendar month end basis.)
 - Insurance
Proof of adequate insurance: Copy of the current insurance binder/certificate for each policy. **(NOTE: The Debtor should instruct its insurance company to include the Office of the United States Trustee as a Certificate Holder on all insurance policies.)**
 - Financial Statements
 - 1) Most recent pre-petition financial statements including but not limited to a balance sheet, statement of operations and a cash flow statement.
 - 2) Projected cash budget for the first 6 months of post-petition operations
 - 3) Accounts Receivable Aging Report
 - Proof of required certificates and licenses required by federal, state and local law for the lawful operation of the debtor’s business.
 - Complete, sign and return the “Disclosure of Intent to use Taxpayer Identifying Number”
 - Real Property: If the debtor holds interest in any parcel of real property, provide:
 - 1) copy of the latest mortgage statement(s)
 - 2) copy of deed(s)
 - 3) certificate of occupancy for rental properties
 - 4) rent roll
 - 5) copy of any recent appraisals

