

INITIAL REPORTING REQUIREMENTS

Debtor _____

Case No. → _____

NOTE: Failure to comply with the United States Trustee's minimum Initial Reporting Requirements may be cause for conversion or dismissal of the case.

The debtor submits the following with this cover sheet:

Yes **No**

1 **UST-2 Collateralization Certificate(s).**

2 **UST-3 Summary of Insurance.**

The debtor shall provide adequate proof of insurance, including, but not limited to, a certificate of insurance for each insurance policy, and a copy of the debtor's contractor's bond, if applicable. An application or invoice for insurance is not adequate proof of insurance. Local Bankruptcy Rule 2015-1(b)

3 **UST-4 Six-month Cash Projection & Budget (Business)**

A Six-Month Cash Projection & Budget is **required** in any case in which debtor is designated a "Small Business." 11 U.S.C. § 308

4 Most recent federal income tax return, as required by Local Bankruptcy Rule 2015-1(b).

5 Last two months of bank statements for each estate bank account.

6 Last two years of year-end financial statements (i.e., annual balance sheets and income statements).

Check here if financial statements have not been prepared for any recent yearly period.

7 Most recent monthly financial statements (i.e., monthly balance sheet and income statement).

Check here if financial statements have not been prepared for any recent monthly period.

8 Cash collateral budget.

Check here if a cash collateral budget has not been prepared.

DEBTOR'S CERTIFICATION

I certify under penalty of perjury that the information contained in the debtor's Initial Reporting Requirements are complete, true, and accurate to the best of my knowledge, information, and belief.

Debtor's Signature



Date

The debtor, or trustee, if appointed, must sign this cover sheet accompanying the Initial Reporting Requirements. Only an officer or director has authority to sign the cover sheet for a corporate debtor and only a general partner has authority to sign the cover sheet for a partnership debtor. Debtor's counsel may not sign the Initial Reporting Requirements for the debtor.

UST-3, SUMMARY OF INSURANCE

Answer each question:

Yes **No**

Does the debtor have any uninsured physical assets? If yes, list the uninsured assets.

Does the debtor have a general or commercial liability policy? If no, explain.

Does the debtor have a contractor's bond?

 Check here if the nature of the debtor's business does not require a bond.

Does the debtor have malpractice insurance?

 Check here if the nature of the debtor's business does not require malpractice insurance.

Summarize the debtor's insurance policies below and attach a copy of each certificate or binder (an application for insurance is not adequate proof of insurance). If applicable, attach a copy of the debtor's bond.

Name of insurance company/ agent's name & address	Type of insurance/ assets covered by policy	Policy number	Effective dates

Case No.

**UST-4, SIX-MONTH CASH
PROJECTION & BUDGET**

	<u>MONTH 1</u>	<u>MONTH 2</u>	<u>MONTH 3</u>	<u>MONTH 4</u>	<u>MONTH 5</u>	<u>MONTH 6</u>
BEGINNING CASH						
INCOME						
CASH SALES						
A/R COLLECTION						
TOTAL CASH INCOME						
EXPENSES						
RENT						
EMPLOYEE SALARIES						
EMPLOYEE BENEFITS						
TAXES						
EMPLOYEE BENEFITS						
BANK NOTES PAYABLE						
VEHICLE NOTES PAYABLE						
VEHICLE EXPENSES						
MAINTENANCE						
INSURANCE						
INVENTORY						
SUPPLIES						
UTILITIES						
OTHER						
OTHER						
OTHER						
OTHER						
TOTAL EXPENSES						
ENDING CASH						