

## MONTHLY FINANCIAL REPORT FOR INDIVIDUAL(S) NOT ENGAGED IN BUSINESS

Case No. \_\_\_\_\_

Report Month/Year \_\_\_\_\_

Debtor \_\_\_\_\_

**INSTRUCTIONS:** The debtor's monthly financial report shall include a cover sheet signed by the debtor and all UST forms and supporting documents. Exceptions, if allowed, are noted in the checklist below. Failure to comply with the reporting requirements of Local Bankruptcy Rule 2015-2(a), or the U.S. Trustee's reporting requirements, is cause for conversion or dismissal of the case.

The debtor submits the following with this monthly financial report:

	Yes	No
<b>UST-21</b> <b>Comparative Balance Sheet</b> , or debtor's balance sheet. The debtor's balance sheet, if used, shall include a breakdown of pre- and post-petition liabilities. The breakdown may be provided as a separate attachment to the debtor's balance sheet.	<input type="checkbox"/>	<input type="checkbox"/>
<b>UST-22</b> <b>Summary of Receipts</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UST-23</b> <b>Summary of Disbursements</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UST-23</b> <b>Financial Account Detail</b> <b>Continuation</b> A Continuation Sheet shall be completed for each bank account or other source of debtor funds and shall <b>Sheets</b> include a copy of the monthly bank statement and supporting documents as described in the instructions.	<input type="checkbox"/>	<input type="checkbox"/>
<b>UST-24</b> <b>Other Financial Disclosures - Real Estate and Property Sales</b> <b>Part A</b> When applicable, include a report of sale. Attach supporting documents such as an escrow statement for the sale of real property, or an auctioneer's report for property sold at auction.	<input type="checkbox"/>	<input type="checkbox"/>
<b>UST-24</b> <b>Other Financial Disclosures - Insurance, etc.</b> <b>Part B</b> For any changes or renewals of insurance coverage, include a copy of the new certificate of insurance.	<input type="checkbox"/>	<input type="checkbox"/>

### DEBTOR'S CERTIFICATION

I certify under penalty of perjury that the information contained in this monthly financial report are complete, true, and accurate to the best of my knowledge, information, and belief.

Signature(s): \_\_\_\_\_



Date: \_\_\_\_\_



The debtor, or trustee, if appointed, must sign the monthly financial report. Debtor's counsel may not sign a financial report for the debtor.

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**UST- 21 STATEMENT OF FINANCIAL CONDITION**

INSTRUCTIONS: This balance sheet has been designed for ease of use by debtors not engaged in business. Accordingly, it is not intended to follow standard accounting principles. For funds held in financial institutions or brokerages, the debtor must report the month-end value. For each remaining asset, the debtor may use the value listed in the last filed Schedule A & B, or the current value. Footnotes or explanations, if any, may be attached to this page.

As of month ending ⇒			
<b>ASSETS</b>			
Cash			
Checking Account(s)			
Savings Account(s)			
Investment/Brokerage Account(s)			
IRA/Retirement Account(s)			
Remaining Personal Property (per Schedule B but <u>excluding</u> all accounts listed above)			
Real Property (Schedule A)			
1.			
2.			
3.			
4.			
(Attach additional sheets if needed)			
Other Assets (list all assets not included above, including assets acquired postpetition, if any)			
<b>TOTAL ASSETS</b>			
<b>LIABILITIES</b>			
Pre-petition Liabilities			
Secured Debt (Schedule D)			
Priority Unsecured Debt (Schedule E)			
Unsecured Debt (Schedule F)			
Total Pre-petition Liabilities			
Post-petition Liabilities			
Mortgage/Rent Payments Due			
Other Secured Debt			
Unpaid Real Property Taxes			
Other Unpaid Taxes (specify)			
Other Unpaid Debts (specify)			
Total Post-petition Liabilities			
<b>TOTAL LIABILITIES</b>			
<b>NET WORTH (TOTAL ASSETS MINUS TOTAL LIABILITIES)</b>			

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**UST-22, SUMMARY OF RECEIPTS**

INSTRUCTIONS: Complete each category and provide the net receipts total for the month. Use the Notes section to explain or itemize receipts when appropriate (e.g., rental income from more than one property).

Type of Receipt	Gross Amount	Net Amount
Wages or salary		
Social security, pension, or 401k distributions		
Rental income (itemize by property)		
Collection of accounts receivable or note payable (specify source)		
Loan or other financing proceeds (specify source)		
Proceeds from sale of real property		
Proceeds from sale of personal property		
Other (explain)		
TOTAL RECEIPTS FOR THIS MONTH		

Notes:

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**UST-23, SUMMARY OF DISBURSEMENTS**

INSTRUCTIONS: BEFORE COMPLETING THIS PAGE, prepare a UST-23 CONTINUATION SHEET (see next page) for each financial account or other source of the debtor's funds. The disbursement total from each CONTINUATION SHEET will be used to complete this SUMMARY OF DISBURSEMENTS page.

QUARTERLY FEES: Each month the debtor must provide an accurate disbursement total for purposes of calculating its obligation to pay statutory fees to the U.S. Trustee pursuant to 28 U.S.C. § 1930 (a)(6). The disbursement total includes all payments made by the bankruptcy estate during the reporting month, whether made by the debtor or another party for the debtor. It includes checks written and cash payments. It also includes payments made pursuant to a sale or liquidation of the debtor's assets. Typically, the only transactions excluded from the disbursement total are transfers among estate accounts during the same reporting month.

A fee payment is due 30 days after the end of each calendar quarter, or on **April 30, July 31, October 31, and January 31**, respectively. The debtor is reminded that the initial fee billing for each quarter is only an estimate\*. Accordingly, when payment is due the debtor is responsible for calculating disbursements for the entire quarter (or portion thereof the debtor is in Chapter 11) and for paying the correct fee. Failure to pay statutory fees to the U.S. Trustee is cause for conversion or dismissal of the case. If you have questions about how to compute the disbursement total, please call the Bankruptcy Analyst assigned to your case at (206) 553-2000. Finally, a copy of the statutory fee schedule is attached to this report.

\* By necessity, the fee billings are processed before the due date for the debtor's last monthly financial report for the quarter. Upon receipt of the debtor's report for the third month of the quarter, the U.S. Trustee adjusts the amount billed for that quarter, as appropriate.

**Summary of Disbursements**

Total disbursements from all UST-23 Continuation Sheet(s)	
Cash payments not included in total above (if any)	
Disbursements made by another party on behalf of the debtor (if any)	
Disbursements made pursuant to a sale of the debtor's assets (if any)	
<b>TOTAL DISBURSEMENTS THIS MONTH FROM ALL SOURCES</b>	
<p>At the end of this reporting month, did the debtor have any <u>delinquent</u> statutory fees owing to the U.S. Trustee?          Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", list each quarter that is delinquent and the amount due.</p>	

(UST-23 CONTINUATION SHEETS, with attachments, should follow this page.)

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**UST-23 CONTINUATION SHEET, FINANCIAL ACCOUNT DETAIL**

**INSTRUCTIONS:** Prepare a CONTINUATION SHEET for each financial or brokerage account or other source of the debtor's funds and attach supporting documents as indicated on the checklist below.

<b>Depository (bank) name</b> <b>Account number</b>			
Purpose of this account (select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Investment/brokerage <input type="checkbox"/> IRA/retirement <input type="checkbox"/> Funds held in trust by debtor's attorney <input type="checkbox"/> Other (explain) _____			
Beginning cash balance			
Add:	Transfers in from other accounts		
	Loan or financing proceeds deposited to this account (identify source)		
	Other receipts deposited to this account		
Total cash available this month			
Subtract:	Transfers out to other accounts		
	Disbursements from this account (all checks written for the month plus cash withdrawals, if any)	Include this number when calculating "Total disbursements from all UST-23 Continuation Sheets" on line 1 of <b>UST-23, Summary of Disbursements</b> .	
Adjustments, if any (explain)			
Ending cash balance			
Does this CONTINUATION SHEET include the following supporting documents, as required:			
		Yes	No
· A monthly bank statement (or attorney's trust account statement);		<input type="checkbox"/>	<input type="checkbox"/>
· If applicable, a detailed statement of funds received or disbursed by another party for the debtor.		<input type="checkbox"/>	<input type="checkbox"/>

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**UST-24 PART A, OTHER FINANCIAL  
DISCLOSURES - PROPERTY SALES**

**INSTRUCTIONS:** Fully answer each question and attach additional sheets if necessary to provide a complete response.

Yes

No

**Question 1 - Sale or Abandonment of the Debtor's Assets.** Did the debtor, or another party on behalf of the debtor, sell, transfer, or otherwise dispose of any of the debtor's assets during the reporting month? Include only sales out of the ordinary course. *An escrow statement or similar supporting document must be attached for any sale of real estate and show all disbursements from the gross sale amount including debt payoffs and sales commissions.*

☐☐

<u>Asset Description</u>	<u>Date of Court Approval</u>	<u>Closing Date</u>	<u>Method of Disposition</u>	<u>Gross Sales Price</u>	<u>Net Proceeds Received (&amp;Date)</u>	<u>Escrow Statement or Auctioneers Report Attached?</u>
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1.

2.

3.

4.

5.

Total \_\_\_\_\_

Any disbursements made from escrow or trust accounts from the proceeds of the above transactions should also be included on the line of UST-14 entitled "Disbursements made by other parties for the debtor."

Attach additional pages as needed

**Question 2 - Financing.** During the reporting month, did the debtor receive any funds from an outside funding source, including relatives?

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<u>Date of Court Approval</u>	<u>Amount</u>	<u>Source of funds</u>	<u>Date Received</u>
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Total \_\_\_\_\_

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**UST-24 PART B, OTHER FINANCIAL  
DISCLOSURES - INSURANCE & OTHER**

Yes

No

**Question 3 - Insurance Coverage.** Did the debtor renew, modify, or replace any insurance policies during this reporting month?

☐☐**Renewals:**ProviderNew PremiumIs a Copy Attached to this Report?**Changes:**ProviderNew PremiumIs a Copy Attached to this Report?

Were any insurance policies canceled or otherwise terminated for any reason during the reporting month? **If yes, explain.**

☐☐

**Question 4 - Payments on Pre-Petition Unsecured Debt** (requires court approval). Did the debtor, or another party on behalf of the debtor, make any payments during this reporting month on pre-petition unsecured debt? **If yes, disclose each payment and include payee's name and purpose, payment date, dollar amount, and date of court approval.**

**Question 5 - Payments to Attorneys and Other Professionals** (requires court approval). Did the debtor, or another party on behalf of the debtor, make any payments during this reporting month to a professional such as an attorney, accountant, realtor, appraiser, auctioneer, business consultant, or other professional person? **If yes, list each payment and include professionals name and description of services performed, payment date, dollar amount, and date of court approval.**

	<u>Payee</u>	<u>Description of Services</u>	<u>Date of Court Approval</u>	<u>Payment Date</u>	<u>Amount</u>
1.					
2.					
3.					
Total \$					_____

**Question 6 - Estimated Professional Fees.** List estimated post-petition professional fees and expenses. To the extent possible, use billing statements to report the actual amounts due. If billing statements have not been received, use the best information available to estimate the fees and costs.

**Question 7 - Significant Events.** Explain any significant new developments during the reporting month.

**Question 8 - Case Progress.** Explain what progress the debtor made during the reporting month toward confirmation of a plan of reorganization.

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## Monthly Financial Reports

(due on the 14<sup>th</sup> of the subsequent month)

Original Place of Filing:

Seattle, WA ▼	Tacoma, WA ▼
File the <u>original</u> with the court::  United States Bankruptcy Court United States Courthouse 700 Stewart Street, <b>Suite 6301</b> <b>Seattle, WA 98101</b>	File the <u>original</u> with the court::  United States Bankruptcy Court 1717 Pacific Avenue, <b>Suite 2100</b> <b>Tacoma, WA 98402</b>
AND serve a <u>copy</u> on each of the following: <ul style="list-style-type: none"> <li>● Each member of any committees elected or appointed pursuant to the Bankruptcy Code, and to their authorized agents.</li> <li>● Debtor's counsel.</li> </ul>	
NOTE: If the report is electronically filed with the Court, the United States Trustee will be served automatically. There is no need to serve an additional copy on the United States Trustee.	

STATUTORY FEE SCHEDULE			
If the debtor's disbursements for the calendar quarter are within these amounts. . .		Then the quarterly fee due is. . .	
From	To		
-0-	\$14,999.99		\$325
\$15,000	\$74,999.99		\$650
\$75,000	\$149,999.99		\$975
\$150,000	\$224,999.99		\$1,625
\$225,000	\$299,999.99		\$1,950
\$300,000	\$999,999.99		\$4,875
\$1,000,000	\$1,999,999.99		\$6,500
\$2,000,000	\$2,999,999.99		\$9,750
\$3,000,000	\$4,999,999.99		\$10,400
\$5,000,000	\$14,999,999.99		\$13,000
\$15,000,000	\$29,999,999.99		\$20,000
\$30,000,000 or more			\$30,000

Make check payable to:  <b>United States Trustee</b>  Mail quarterly fee payments to:  <b>US Trustee Program Payment Center</b> <b>PO Box 530202</b> <b>Atlanta, GA 30353-0202</b>	For calendar quarter ending. . .	A fee payment is due on. . .
	March 31	April 30
	June 30	July 31
	September 30	October 31
	December 31	January 31



**\* \* \* NOTICE OF INTEREST ASSESSMENT \* \* \***

**Pursuant to 31 U.S.C. §3717, the United States Trustee Program will begin assessing interest on unpaid Chapter 11 quarterly fees charged in accordance with 28 U.S.C. §1930(a) effective October 1, 2007. The interest rate assessed is the rate in effect as determined by the Treasury Department at the time your account becomes past due.**

**NOTICE****DISCLOSURE OF INTENT TO USE TAXPAYER IDENTIFYING NUMBER FOR THE PURPOSE OF COLLECTING AND REPORTING DELINQUENT QUARTERLY FEES OWED TO THE UNITED STATES TRUSTEE PURSUANT TO 28 U.S.C. § 1930(a)(6)**

Please be advised that, pursuant to the Debt Collection Improvements Act of 1996, Public Law 104-134, Title III, § 31001(i)(3)(A), 110 Stat. 1321-365, codified at 31 U.S.C. § 3701, the United States Trustee intends to use the debtor's Taxpayer Identification Number ("TIN") as reported by the debtor or debtor's counsel in connection with the chapter 11 bankruptcy proceedings for the purpose of collecting and reporting on any delinquent debt, including chapter 11 quarterly fees, that are owed to the United States Trustee.

The United States Trustee will provide the debtor's TIN to the Department of Treasury for its use in attempting to collect overdue debts. Treasury may take the following steps: (1) submit the debt to the Internal Revenue Service Offset Program so that the amount owed may be deducted from any payment made by the federal government to the debtor, including but not limited to tax refunds; (2) report the delinquency to credit reporting agencies; (3) send collection notices to the debtor; (4) engage private collection agencies to collect the debt; and, (5) engage the United States Attorney's office to sue for collection. Collection costs will be added to the total amount of the debt.