

BUSINESS FINANCIAL QUESTIONNAIRE

LEGAL NAME OF BUSINESS: _____
(PRINT)

DOING BUSINESS AS: _____
(PRINT)

INSTRUCTIONS:

1. Type or use a pen (no pencils).
2. Answer **all** questions, using “none” or “not applicable”, when necessary.
3. If you need more space for any item, use the back of the page or attach additional sheets.
4. Be sure to sign and date the questionnaire at the end.

6. For a corporation, list the registered agent and all officers or directors.

<u>NAME</u>	<u>ADDRESS</u>	<u>TITLE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. When was the business formed or incorporated? _____

8. If incorporated, in what state? _____

9. List all capital contributions (cash or other assets) that you made to the business.

<u>DATE</u>	<u>DESCRIPTION</u>	<u>CASH AMOUNT OR ORIGINAL COST</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. List and attach copies of all licenses required for the business.

<u>DESCRIPTION</u>	<u>ISSUING AGENCY</u>	<u>EXPIRATION DATE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. List all employees of the business.

<u>NAME</u>	<u>ADDRESS</u>	<u>DATE OF BIRTH</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

12. Estimate the monthly gross receipts of the business. _____

13. List any income received from foreign sources.

<u>SOURCE</u>	<u>COUNTRY</u>	<u>MONTHLY AMOUNT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

14. Exactly how do you receive income from the business (salary, commission, draw, dividend, etc.)?

15. How often are you paid? _____

16. List all pending lawsuits to which the business is a party,

<u>YEAR FILED</u>	<u>COURT</u>	<u>PLAINTIFF</u>	<u>DEFENDANT</u>	<u>STATUS</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

17. List all business bank accounts.

<u>NAME</u>	<u>BANK</u>	<u>ACCOUNT NO.</u>	<u>INDIVIDUAL HAVING SIGNATURE CONTROL</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

18. What kinds of books and records are maintained for the business and who maintains them? _____

19. Does the business have an outside accountant? _____

<u>NAME</u>	<u>ADDRESS</u>	<u>SINCE</u>
_____	_____	_____
_____	_____	_____

20. Attach a copy of the most recent financial statement (compilation, review or audited statement) prepared for the business.

21. If the business is a corporation, attach copies of U.S. Corporation Income Tax Returns for the past three (3) years. Explain any missing returns below. _____

The above information is true and complete to the best of my knowledge and belief. If I am under supervision, I understand that a false statement can be grounds for revocation of probation or parole.

NAME (Print)

SIGNATURE

DATE