

**OFFICE OF THE  
CHAPTER 13 TRUSTEE  
MARILYN O. MARSHALL**  
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This office has been appointed standing trustee in your Chapter 13 bankruptcy case. The documents that you filed indicate that at least one of the persons filing this case is engaged in business. Enclosed you will find the following forms:

- Chapter 13 Summary of Operations
- Chapter 13 Monthly Business Reports
- Chapter 13 Monthly Financial Report.

Please complete the summary of operations and business budget and mail them to our office immediately. The forms must be received by our office one week prior to the date of your confirmation hearing.

You are also required to complete a monthly financial report for each month from the time your case was filed until the time it is confirmed. Complete all reports for months preceding the §341 meeting and mail them to our office immediately. [For example, if your case was filed in January and your §341 meeting is held in March, you should complete your monthly reports for January and February.] For subsequent months, also mail the monthly financial report to our office. We have enclosed only one master copy of the monthly financial report. You must make copies for each required month.

In additions to the above forms, please mail the following immediately:

- most recent federal and state income tax returns
- most recent federal and state payroll tax returns (if applicable)
- most recent state sales tax returns (if applicable)
- proof of insurance for any business assets.

If you have questions regarding these forms or requirements, please consult with your attorney.

Office of the Chapter 13 Trustee  
Marilyn O. Marshall

**Chapter 13 Summary of Operations  
For Debtor Engaged in Business**

Your Name \_\_\_\_\_ Case No. \_\_\_\_\_

Business Name \_\_\_\_\_

Description of business  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Business property owned** (Include real estate, vehicles, equipment and inventory)

Description	Purchase Date	Purchase Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Chapter 13 Summary of Operations  
For Debtor Engaged in Business**

**Business property leased**

(Include real estate, vehicles, equipment and inventory)

Description	Lease term	Monthly amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify under penalty of perjury that I have read the foregoing statement and it is correct to the best of my knowledge, information and belief.

_____	_____
<b>Debtor(s)</b>	<b>Date</b>

**Chapter 13 Monthly Business Budget  
For Debtor Engaged in Business**

Your Name \_\_\_\_\_ Case No. \_\_\_\_\_

Business Name \_\_\_\_\_

**Budgeted Income**

Sales	\$	
Other receipts	\$	
Total budgeted income		\$ _____

**Budgeted Expenses**

Inventory	\$	
Salaries	\$	
Payroll taxes	\$	
Employee benefits	\$	
Rent	\$	
Utilities	\$	
Telephone	\$	
Equipment leases	\$	
Loan payments	\$	
Supplies	\$	
Advertising	\$	
Insurance	\$	
Professional services	\$	
Transportation	\$	
Interest	\$	
Bank charges	\$	
Sales tax	\$	
Income tax	\$	
Other tax	\$	
Miscellaneous (list on separate page)	\$	
Total budgeted expenses		(\$ _____ )

Budgeted Net income \$ \_\_\_\_\_

I certify under penalty of perjury that I have read the foregoing statement and it is correct to the best of my knowledge, information and belief.

Debtor(s)	Date

**Chapter 13 Financial Report  
For Debtor Engaged in Business**

Your Name \_\_\_\_\_ Case No. \_\_\_\_\_

Business Name \_\_\_\_\_

Month and Year \_\_\_\_\_

**Cash received during the month**

Sales	\$	
Loans	\$	
Wages from outside work	\$	
Other receipts	\$	
Total cash receipts		\$ _____

**Business expenses paid out during the month**

Inventory	\$	
Salaries	\$	
Payroll taxes	\$	
Employee benefits	\$	
Rent	\$	
Utilities	\$	
Telephone	\$	
Equipment leases	\$	
Loan payments	\$	
Supplies	\$	
Advertising	\$	
Insurance	\$	
Professional services	\$	
Transportation	\$	
Interest	\$	
Bank charges	\$	
Sales tax	\$	
Income tax	\$	
Other tax	\$	
Miscellaneous	\$	
Total business expenses		(\$ _____ )

**Other expenses paid out during the month**

Household expenses (Schedule J: Current expenditures)	(\$	
Chapter 13 plan payments	(\$	

Net income (loss) for the month \$ \_\_\_\_\_

**Chapter 13 Financial Report  
For Debtor Engaged in Business**

**Cash reconciliation**

Cash balance at beginning of month	\$	
Bank account balances at beginning of month	\$	
Income (loss) for the month [from page 1]	\$	
Cash and bank account balances at end of month	\$	

**Business expenses charged but not paid out during the month**

Expense		Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total expenses		\$

**Tax Reconciliation — federal withholding tax**

Tax due at beginning of month	\$	
Tax accrued during the month	\$	
Tax paid during the month	(\$            )	
Tax due at end of month		\$

**Tax Reconciliation — state withholding tax**

Tax due at beginning of month	\$	
Tax accrued during the month	\$	
Tax paid during the month	(\$            )	
Tax due at end of month		\$

**Tax Reconciliation — social security and medicare tax**

Tax due at beginning of month	\$	
Tax accrued during the month	\$	
Tax paid during the month	(\$            )	
Tax due at end of month		\$

**Chapter 13 Financial Report  
For Debtor Engaged in Business**

**Tax Reconciliation — sales tax**

Tax due at beginning of month	\$ _____	
Tax accrued during the month	\$ _____	
Tax paid during the month	(\$ _____ )	
Tax due at end of month		\$ _____

**Tax Reconciliation —other tax: \_\_\_\_\_**

Tax due at beginning of month	\$ _____	
Tax accrued during the month	\$ _____	
Tax paid during the month	(\$ _____ )	
Tax due at end of month		\$ _____

I certify under penalty of perjury that I have read the foregoing statement and it is correct to the best of my knowledge, information and belief.

Debtor(s)	Date