

<b>Debtor 1</b>	_____	_____	_____
	First Name	Middle Name	Last Name
<b>Debtor 2</b> (Spouse, if filing)	_____	_____	_____
	First Name	Middle Name	Last Name
<b>United States Bankruptcy Court for the:</b>	_____		<b>District of</b> _____
			(State)
<b>Case number</b> (If known)	_____		

Check if this is an amended filing

**Chapter 13 BUSINESS INCOME AND EXPENSES**

FINANCIAL REVIEW OF THE DEBTOR'S BUSINESS (NOTE: ONLY INCLUDE information directly related to the business operation.)

**PART A - GROSS BUSINESS INCOME FOR A PERIOD** (enter dates): \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_

1. **Gross Income** for the reporting period: \$ \_\_\_\_\_

**PART B – EXPENSES:**

- 2. Salaries (Other Than Debtor) \$ \_\_\_\_\_
- 3. Payroll Taxes (Add items a – b below) \$ \_\_\_\_\_
  - a. Federal Payroll Taxes \$ \_\_\_\_\_
  - b. State Payroll Taxes \$ \_\_\_\_\_
- 4. Other Taxes (sales taxes, property taxes, etc.) \$ \_\_\_\_\_
- 5. Inventory Purchases (Including raw materials) \$ \_\_\_\_\_
- 6. Rent (Other than debtor's principal residence) \$ \_\_\_\_\_
- 7. Equipment Rental and Leases \$ \_\_\_\_\_
- 8. Utilities and Phone \$ \_\_\_\_\_
- 9. Office Expenses and Supplies \$ \_\_\_\_\_
- 10. Repairs and Maintenance \$ \_\_\_\_\_
- 11. Legal/Accounting/Other Professional Fees \$ \_\_\_\_\_
- 12. Insurance \$ \_\_\_\_\_
- 13. Other Expenses (Specify):
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_

14. **Total Expenses** for a reporting period (Add items 2-13) \$ \_\_\_\_\_

**PART C - NET INCOME:** (Item 1 minus Item 14) \$ \_\_\_\_\_

**PART D - DEPOSITORY ACCOUNT FOR TAXES WITHHELD ON BEHALF OF EMPLOYEES:**

(Name of the financial institution) \_\_\_\_\_ \$ \_\_\_\_\_ (amount withheld)

**PART E – SIGNATURES:** Debtor 1 \_\_\_\_\_ Debtor 2 \_\_\_\_\_

## **Instructions for the Chapter 13 Business Income and Expenses Form**

This form is intended for financial review of the debtor's business and must include information directly related to the business operation. This form must be signed by the debtor(s) and filed with the Bankruptcy Court.

**PART A - GROSS BUSINESS INCOME FOR A PERIOD:** enter the beginning and ending dates for an applicable period of time as specified by the Chapter 13 Trustee's request (for example, the request may be for a monthly, quarterly, or yearly reporting)

1. **Gross Income** for a reporting period: enter the amount of all income received during reporting period.

**PART B – EXPENSES:**

2. **Salaries (Other Than Debtor):** enter the amount of salaries paid to employees during reporting period.
3. **Payroll Taxes:** Add items a – b below and enter the total of all taxes paid during reporting period.
  - a. **Subpart for Federal Payroll Taxes:** enter the amount of federal payroll taxes paid on behalf of employees during reporting period (include employer portion of Social Security and Medicare taxes and federal unemployment taxes).
  - b. **Subpart for State Payroll Taxes:** enter the amount of state unemployment taxes paid to state(s) during reporting period.
4. **Other Taxes (sales taxes, property taxes, etc.):** enter the amount of non-payroll related taxes paid during reporting period.
5. **Inventory Purchases (Including raw materials):** enter the amount paid for purchasing inventory and raw materials during reporting period.
6. **Rent (Other than debtor's principal residence):** enter the amount of office rent paid during reporting period.
7. **Equipment Rental and Leases:** enter the amount paid for renting or leasing equipment during reporting period.
8. **Utilities and Phone:** enter the amount of utilities and business phone bills paid during reporting period.
9. **Office Expenses and Supplies:** enter the amount of office supplies paid during reporting period.
10. **Repairs and Maintenance:** enter the amount of repairs and maintenance paid during reporting period.
11. **Legal/Accounting/Other Professional Fees:** enter the amount of professional fees paid during reporting period.
12. **Insurance:** enter the amount of insurance premiums paid during reporting period.
13. **Other Expenses (Specify):** enter other expenses not listed above (specify a type of the expense) and enter the total amount paid during reporting period.
14. **Total Expenses** for a reporting period (Add items 2-13): add all expenses from item 2 through 14 and enter the total amount here.

**PART C - NET INCOME:** (Item 1 minus Item 14): subtract Total Expenses (item 14) from Gross Income (item 1) and enter the result here.

**PART D - DEPOSITORY ACCOUNT FOR TAXES WITHHELD ON BEHALF OF EMPLOYEES:** enter the name of the financial institution where the business deposits withheld amounts from employees' wages. Enter the total amount withheld from employees' wages during reporting period (include employees' portion of Social Security and Medicare taxes and federal income taxes withheld).

**PART E – SIGNATURES:** debtor must sign the form. In a joint case, both debtors must sign the form.