

BUSINESS OPERATING STATEMENT

Name(s) of Debtor(s): _____

Chapter 13

Case No. _____

Financial Report for _____, _____
(Month and Year)

1. INCOME.

Gross Business Receipts \$ _____
Sales Taxes Collected \$ _____

TOTAL GROSS INCOME

\$ _____

2. COSTS AND EXPENSES.

Advertising \$ _____
Auto Fuel & Operation \$ _____
Bad Debts & Collection Costs (noncash basis) \$ _____
Commissions & Bonuses \$ _____
Debt Installments (do not incl. the plan payment):

(a) _____ \$ _____
(b) _____ \$ _____
(c) _____ \$ _____

Employee Benefits:

(a) Hospitalization & Medical \$ _____
(b) Retirement \$ _____
(c) Other \$ _____

Insurance Premiums (fire, theft, liability, etc.) \$ _____

Legal & Accounting \$ _____

Maintenance & Repairs \$ _____

Materials & Supplies \$ _____

Office Supplies \$ _____

Other Business Expenses (itemize):

_____ \$ _____
_____ \$ _____

Postage & Shipping \$ _____

Rent or Lease Expense \$ _____

Returns & Allowances \$ _____

Salaries & Wages (gross, do not incl. owner's salary) \$ _____

Taxes:

Employer's FICA (social security) contributions \$ _____

Sales Taxes \$ _____

Unemployment Taxes \$ _____

Telephone & Utilities \$ _____

Workers' Compensation Insurance \$ _____

TOTAL COSTS AND EXPENSES

\$ _____

3. NET INCOME (LOSS). (Subtract Total Costs & Expenses [#2] from Total Income [#1])

\$ _____

I/We declare under penalty of perjury that the information provided is true and correct to the best of my/our knowledge, information and belief. Dated: _____, _____.

Debtor

Debtor

4/01

INSTRUCTIONS FOR THE BUSINESS OPERATING STATEMENT

(1) Every debtor who is self-employed or operating a business must file a monthly financial report known as a "Business Operating Statement (hereinafter called "BOS"). The term self-employed includes a person who operates a business, whether full or part time, or with another person. Also, a person who is an independent contractor, subcontractor, works on a contract labor basis, or any other work where taxes are not deducted from the pay received, is self-employed. If you have a job in addition to self-employment or business, you still must file a BOS.

(2) The first BOS to be filed shall be for the actual month in which you filed your Chapter 13 case. Then, a BOS must be filed for each succeeding month. Each monthly BOS must be filed by the 15th day of the following month.

(3) This form is your "master" copy. Type your name(s) and case number on it and then make copies to fill in for future reports.

(4) File the original BOS each month with the Bankruptcy Court. If you want a court-stamped copy returned to you from the Court, then provide an additional copy with a self-addressed, stamped envelope with the original. Where to file the BOS:

FOR CASES FILED IN PHOENIX:

Clerk of the Bankruptcy Court
P.O. Box 34151
Ninth Floor
2929 North Central Avenue
Phoenix, Arizona 85067-4151

FOR BULLHEAD CITY & YUMA CASES:

Clerk of the Bankruptcy Court
Suite D
325 West 19th Street
Yuma, Arizona 85364

(5) Send a copy to your Chapter 13 Trustee: Russell A. Brown, P.O. Box 33970, Phoenix, Arizona 85067-3970. **Do not send the BOS with your plan payments which go to a different Post Office Box.** Ask your attorney if you are to send him or her a copy.

(6) The BOS is a cash-based report. **Do not use an accrual accounting method for this report. Thus, do not include any intangible expenses such as depreciation, bad debts, and loss carry forward. Do not include your plan payment on the form as an expense.**

(7) This form is designed for a small business operation. If you have categories of expenses not shown in the form, you should list them under "other expenses." If necessary, you may attach an explanatory form to the BOS.

(8) Each monthly report must be signed and dated. If this is a joint case, both debtors must sign even though only one debtor operates the business or is self-employed.