

BUSINESS FEASIBILITY STUDY CHECKLIST

NEEDED FOR EACH BUSINESS ENTITY:

- Articles of Incorporation/Organization
- By Laws or Member Agreement
- All Annual and Special Minutes
- List of Shareholders or Member/Managers. Include Number of Shares or Membership Interests
- Most Recent Annual Report
- Employment Agreements
- Employee Policy Manuals
- Employee Benefit Plan Documents – Pension, Health Insurance or Medical Reimbursement, Other (If no Plan, then a description of the Plan Benefits)
- Three (3) Years Business Income Tax Returns
- Current Business Financial Statement and Balance Sheet
- Shareholder Promissory Notes
- Non-Shareholder Promissory Notes where Corporation is the Debtor or the Lender
- Employee Benefit information Returns
- Benefit Plan Balance Summary for Each Employee
- Employee Census. (Include name of each employee, social security number, date of hire, salary and date of termination (if applicable))
- Stock Purchase Agreement
- Deeds to Real Property Owned by the Business Entity
- Agreements Entered into Regarding Real Property (if not owned solely by the business entity)
- Agreements Between Client and/or His Business Entities to Provide Services to Outside Third Parties
- Vendor Agreements Between Client and/or the Business Entity and Business Suppliers
- Equipment Leases
- Automobile titles or leases for vehicles owned by the business but used personally by Client and/or Client's Spouse
- Life Insurance owned by the business – Name of Company, Policy Number, Name of Insured, Face Value, Current Estimated Cash Value and Beneficiary

NEEDED FOR CLIENT AND SPOUSE PERSONALLY:

- Three (3) Years Personal Income Tax Returns
- Personal Financial Statement
- Copy of Deeds to Real Property Used by the Business, But in Your Names or in Your Trust
- Personal Cash Flow Requirements on a Monthly/Annual Basis
- Personal Life Insurance Owned by Client and Spouse or Their Trust, But Earmarked for the Business in Some Manner – Name of Company, Policy Number, Name of Insured, Face Value, Current Estimated Cash Value and Beneficiary
- Promissory Notes for Personal Liabilities Incurred, but Cash Proceeds Used by the Business



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