

BANKRUPTCY WORK SHEETS

GENERAL INFORMATION

The questions in these work sheets should be answered by or on behalf of the DEBTOR if a single case is to be filed. If a joint case is to be filed, the questions should be answered by or on behalf of both spouses. In these worksheets, a DEBTOR is a person for whom a bankruptcy case is filed under chapters 7, 11 or 13 of the Bankruptcy Code. All necessary inquiry forms referred to below are attached. PLEASE COMPLETE ALL FORMS.

INSTRUCTIONS TO DEBTOR

Answer each question completely and truthfully. If more space is needed to answer any question, number and complete the answer on the backside of the worksheet or on a separate sheet of paper. If you do not understand a question, please write, "Don't understand" after the question. Do not guess at the answer to any question.

ADVISEMENT OF DEBTOR

Official Bankruptcy Forms will be completed using the information that you give in these worksheets. You will be required to sign a declaration stating under penalty of perjury that the information is true and correct. Failure to disclose assets in a bankruptcy case is a *federal crime* punishable by imprisonment for up to five years and by a *fine up to \$5000.00*. In addition, failure to provide complete and accurate information on your bankruptcy form may result in the *DISMISSAL* or in a *DENIAL* of your bankruptcy discharge, which means your debts, will NOT be *DISCHARGED*.

(These work sheets may be reproduced by an attorney for use in his or her law practice)

BANKRUPTCY WORK SHEETS

GENERAL INFORMATION: The questions in these work sheets should be answered by or on behalf of the debtor if a single case is to be filed or by or on behalf of both spouses if a joint case is to be filed. In these work sheets, a debtor is a person for whom a bankruptcy case is filed under chapter 7, chapter 12, or chapter 13 of the Bankruptcy Code. The DEBT FORM referred to below is located on the last page of these work sheets.

INSTRUCTIONS TO DEBTOR: Answer each question completely and truthfully. If more space is needed to completely answer a question, complete the answer on a separate sheet of paper or on the back of the work sheet. If you do not understand a question write "Don't Understand" after the question. Do not guess at the answer to any question. Except as otherwise directed below in these work sheets, the questions that are marked with an * should be answered only if a joint case is being filed, and the requested information related to your spouse in the other questions should be given only if a joint case is being filed. When indicating ownership of property or liability for a debt, use "H" for husband, "W" for wife, and "J" for joint ownership or liability by both husband and wife. The value listed for any item should be the estimated present market value of the item without regard to any lien, mortgage or exemption.

ADVISEMENT TO DEBTOR: Official Bankruptcy Forms will be completed using the information that you give in these work sheets and you will be required to sign a declaration stating under penalty of perjury that the information is true and correct. A failure to disclose assets in a bankruptcy case is a federal crime punishable by imprisonment for up to five years and by a fine of up to \$5,000. In addition, a failure to provide complete and accurate information on your bankruptcy forms may result in the dismissal of your bankruptcy case or in a denial of your bankruptcy discharge, which means that your debts will not be discharged. It is also important to give the name and correct address for each of your creditors because a debt owed to a creditor who is not listed on your bankruptcy forms, or whose address on the forms is incorrect, might not be discharged, in which case you will remain liable to that creditor after the bankruptcy case.

Preliminary Information

1. List the name of the debtor, or the primary debtor if a joint case is to be filed. _____
2. List the name of the spouse of the person listed above. _____
3. List the date or dates upon which these work sheets were completed. _____

Petition Information

4. What is your full name? _____
- *5. What is your spouse's full name? _____
6. What other names have you used in the last 6 years (include married or maiden names and names under which you have conducted business)? _____

- *7. What other names has your spouse used in the last 6 years (include married or maiden names and names under which he or she has conducted business)? _____

8. What is your social security or tax identification number? _____
- *9. What is your spouse's social security or tax identification number? _____
10. What is your street address? _____
no. & street city state zip code
11. In what county is your residence or principal place of business located? _____
- *12. What is your spouse's street address? _____
no. & street city state zip code
- *13. In what county is your spouse's residence or principal place of business located? _____
14. What is your mailing address? _____

* Answer question only if a joint case is being filed.

- *15. What is your spouse's mailing address? _____
- 16. Where are your principal business assets, if any, located? _____
- 17. Where have you resided for the last 180 days? _____
- 18. Are you engaged in a business other than as an employee? _____ If so, state the type or field of business that you are engaged in and briefly describe the nature of the business. _____
- 19. Has a bankruptcy case been filed by or against you within the last 6 years? _____ If so, when and where was the case filed, what was the case number, and what is the status of the case? _____
 If the case was dismissed, give the date of and the grounds for the dismissal. _____
- 20. Is there a bankruptcy case now pending against your spouse or against a business partner or associate of yours? _____ If so, attach papers showing the particulars of the case.

Schedule A Information - Your Real Estate

- 21. Do you or your spouse own or have an interest in any real estate? _____
- 22. If the answer to question 21 is yes, complete the following showing each parcel of real estate that you or your spouse own or have an interest in:

Address of property	Legal description of property	Nature of your interest in the property	Nature of your spouse's interest in the property	Date property acquired	Estimated market value of property	Amount of each mortgage or lien against property
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Schedule B Information - Your Personal Property

- 23. How much cash do you now have? \$ _____
- *24. How much cash does your spouse now have? \$ _____
- 25. When do you next get paid? _____ How much do you expect to receive? \$ _____ To what date will you then be paid? _____
- *26. When does your spouse next get paid? _____ How much will he or she receive? \$ _____ To what date will he or she then be paid? _____
- 27. Are you owed any accrued and unpaid vacation, sick leave, or similar pay? _____ If so, how much is owed and who owes it? \$ _____
- *28. Is your spouse owed any accrued and unpaid vacation, sick leave, or similar pay? _____ If so, how much is owed and who owes it? \$ _____
- 29. Do you or your spouse have any accounts, deposits, or shares in any bank or financial institution? If so, complete the following showing each account, deposit or share:

Name and address of financial institution	Name or names under which the account, deposit or shares are registered	Amount of deposit or account, or value of shares
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* Answer question only if a joint case is being filed.

30. Do you or your spouse have any security deposits with a landlord, telephone company, utility company, or anyone else? _____ If so, state who made each deposit and list the amount of each deposit and the name and address of the holder of each deposit. _____
31. Do you or your spouse own any household goods or furnishings, including audio, video, or computer equipment? _____ If so, using a separate sheet of paper or the back of this sheet, list each item, or group of items and show the location and estimated market value of each without regard to any mortgage or lien, and state whether the items are owned by you, your spouse, or jointly. State the total market value of all of these items without regard to any mortgages or liens. \$ _____
32. Do you or your spouse own any books, pictures, art objects, antiques, stamp, coin, record, tape, compact disc, or other collections or collectibles? _____ If so, describe them, list their location and estimated market value, and state whether they are owned by you, your spouse, or jointly. _____
33. What is the total market value of all of your wearing apparel? \$ _____ Using a separate sheet of paper or the back of this sheet, list each item of wearing apparel that has a market value of \$20 or more. Include such items as watches and similar articles that are not made of gold or silver or set with gems.
- *34. What is the total market value of all of your spouse's wearing apparel? \$ _____ Using a separate sheet of paper or the back of this sheet, list each item of wearing apparel that has a market value of \$20 or more. Include such items as watches and similar articles that are not made of gold or silver or set with gems.
35. Do you or your spouse own any furs or jewelry? _____ If so, identify each item, list its location and market value, and identify its owner. _____
36. Do you or your spouse own any firearms, sports equipment, photographic equipment, or other hobby equipment? _____ If so, identify each item, list its location and estimated market value, and identify its owner. _____
37. Do you or your spouse own an interest in a life insurance policy? _____ If so, identify each policy by policy number, owner, name of insurance company, amount of death benefit, and name of beneficiaries, and list the cash surrender or refund value of each policy. _____
38. Do you or your spouse own or have an interest in an annuity? _____ If so, identify each annuity by number, owner, and issuer and list the value and terms of each annuity. _____
39. Do you or your spouse have an interest in an IRA, ERISA, Keogh, or other retirement, pension, or profit-sharing plan? _____ If so, identify each plan and list the present value of the interest of you or your spouse in each plan. _____
40. Do you or your spouse own any stock in a corporation or an interest in any partnership, joint venture, or other business? _____ If so, describe the stock or interest and list its owner and estimated market value. _____
41. Do you or your spouse own any government or corporate bonds or similar instruments? _____ If so, describe each instrument and list its owner, location, and market value. _____
42. Do you or your spouse own any accounts receivable? _____ If so, describe them and list their owner and estimated value. _____

* Answer question only if a joint case is being filed.

43. Are you or your spouse owed any accrued and unpaid alimony, maintenance, support, or property settlement payments? _____ If so, how much is owed, by and to whom is it owed, and what is the nature of the obligation? \$ _____
44. Are you or your spouse entitled to any tax refunds or other money, the amount of which has been determined? _____ If so, state the amount owed and identify the person to whom it is owed and the entity that owes it. \$ _____
45. Do you or your spouse own or have an equitable or future interest in any property? _____ If so, describe each interest and list its owner and present market value. _____
46. Do you or your spouse own or have an interest of any kind in the estate of a deceased person, in a death benefit plan, in the death benefits in a life insurance policy, or in a trust? _____ If so, describe each interest and list its owner and present market value. _____
47. Are you or your spouse entitled to any tax refunds or do you have any counterclaims or rights of setoff against other persons, the existence or amount of which is presently unclear or undetermined? _____ If so, describe each one, identify its owners, and estimate its present value. _____
48. Do you or your spouse own or have an ownership interest in any patents, copyrights, or other intellectual property? _____ If so, describe each interest, list its value, and identify the owners. _____
49. Do you or your spouse own or have an ownership interest in any license, franchise, or similar property? _____ If so, describe each interest and list its estimated market value, and identify the owners. _____
50. Do you or your spouse own or have an ownership interest in any automobiles, trucks, trailers, or other vehicles or accessories? _____ If so, describe each vehicle or accessory, identify the owners, and list its location, vehicle identification number, if any, and estimated market value. _____
51. Do you or your spouse own or have an ownership interest in any boats, motors, or accessories? _____ If so, describe each item, list its location and market value, and identify the owners. _____
52. Do you or your spouse own or have an ownership interest in any aircraft or accessories? _____ If so, identify each item, list its location and market value, and identify the owners. _____
53. Do you or your spouse own any office equipment, office furnishings, or office supplies? _____ If so, using a separate sheet of paper or the back of this sheet, list each item or group of items, show the location and market value of each, and identify the owners.
54. Do you or your spouse own or have an ownership interest in any machinery, fixtures, equipment, or supplies used in business? _____ If so, identify each item or group of items, list their location and market value, and identify the owners. _____
55. Do you or your spouse own or have an ownership interest in any commercial inventory? _____ If so, describe the inventory, list its location and market value, and identify the owners. _____

56. Do you or your spouse own or have an ownership interest in any animals? _____ If so, describe each animal or group of animals, list their location and market value, and identify the owners. _____
57. Do you or your spouse own or have an ownership interest in any growing or harvested crops? _____ If so, describe the crops, list their market value, and identify the owners. _____
58. Do you or your spouse own or have an ownership interest in any farming equipment or implements? _____ If so, using a separate sheet of paper or the back of this work sheet, describe each item, list its location and market value.
59. Do you or your spouse own any farm supplies, chemicals, or feed? _____ If so, describe each item or group of items, list their market value and identify the owners. _____
60. Do you or your spouse own or have an ownership interest in any other personal property of any kind that has not been listed above in these work sheets? _____ If so, describe the property, list its location and market value, and identify the owners. _____

Schedule D Information - Your Secured Debts

61. Do any of your creditors have liens, mortgages, or other encumbrances against any of your property? _____ If so, how many debts are owed to those creditors? _____. Fill out a separate DEBT FORM for each debt owed to those creditors and write the word "secured" at the top of each completed form.
- *62. Do any of your spouse's creditors have liens, mortgages, or other encumbrances against any of his or her property other than those creditors for whom a form was filled out in response to question 61? _____ If so, how many debts are owed to those creditors? _____. Fill out a separate DEBT FORM for each debt owed to those creditors and write the word "secured" at the top of each completed form.

Schedule E Information - Your Priority Unsecured Debts

63. Do you or your spouse owe any debts to employees for wages, salaries, or commissions, including vacation, severance, or sick leave pay? _____ If so, on the back of this sheet identify the employees and list the persons liable for each debt, the amount owed to each employee and the dates that the wages, etc. were earned.
64. Do you or your spouse owe any debts for unpaid employer's contributions to employee benefit plans? _____ If so, on the back of this sheet identify the employees, the plan, and the persons liable for each debt, and list the amount owed and the dates that the services were rendered that gave rise to the debt.
65. Do you or your spouse operate a grain storage facility or a fish produce storage or processing facility? _____
66. Do you or your spouse owe any debts for the return of deposits made for the purchase, lease, or rental of property or services that were not provided? _____ If so, on the back of this sheet describe each debt and list the amount owed and the persons liable for each debt.
- 66a. Do you or your spouse owe any debts for accrued alimony, maintenance or child support? _____ If so, on the back of this sheet state who owes it, to whom it is owed, the amount that is owed, and to whom, if anyone, the claim has been assigned. Attach a copy of the document that created the obligation.
67. Do you or your spouse owe any debts for local, state, or federal taxes, customs, duties, or penalties? _____ If so, for each debt list on the back of this sheet the name and address of the entity to whom it is owed, the amount that is owed, the date it first became due, and the persons liable for the debt.
- 67a. Do you or your spouse have a commitment to the FDIC or another insurer to maintain the capital of a federally insured bank or savings and loan institution? _____ If so, explain. _____

* Answer question only if a joint case is being filed.

Schedule F Information - Your General Unsecured Debts

- 68. Fill out a separate DEBT FORM for each general unsecured debt that you owe (that is, for each debt that was not listed or described in response to questions 61-67). How many of these debts are there? _____
- *69. Fill out a separate DEBT FORM for each general unsecured debt that your spouse owes that has not been listed or described in response to questions 61-68. How many of these debts are there? _____

Schedule G Information - Your Existing Contracts and Leases

- 70. Are you or your spouse a party to any contracts or leases that are still in effect? _____ If so, describe each contract or lease and list the name and address of all parties to each contract or lease. _____

Schedule H Information - Codebtors

- 71. Is anyone beside yourself liable for any of your debts? _____ If so, the name and address of each person that is liable with you for a particular debt should appear in items 4 and 5 of the DEBT FORM filled out for that debt. List the name and address of each of these persons. _____

- *72. Is anyone beside you and your spouse liable for any of your spouse's debts? _____ If so, the name and address of each person that is liable with your spouse for a particular debt should appear in item 4 of the DEBT FORM filled out for that debt. List the name and address of each of these persons other than those listed in response to question 72. _____

Schedule I Information - Your Current Income

- 73. What is your marital status? _____
- 74. List the name, age, and relationship of each of your dependents. _____
- 75. What is your occupation? _____
- 76. List the name and address of your employer. _____
- 77. How long have you been employed by this employer? _____
- 78. What is your spouse's occupation? _____
- 79. List the name and address of your spouse's employer. _____
- 80. How long has your spouse been employed by this employer? _____

Answer question only if a joint case is being filed.

81. Complete the following showing your current monthly income. If you are not paid on a monthly basis, either prorate your income to a monthly amount or enter the periodic amount and make an appropriate notation. The column labeled "Your Spouse's Income" must be completed if a joint case is being filed or if you are married and filing a single chapter 12 or 13 case, unless you and your spouse are separated.

	YOUR INCOME	YOUR SPOUSE'S INCOME
Current monthly gross wages, salary, and commissions	\$ _____	\$ _____
Estimated monthly overtime	\$ _____	\$ _____
SUBTOTAL	\$ _____	\$ _____
LESS PAYROLL DEDUCTIONS		
a. Payroll taxes and social security	\$ _____	\$ _____
b. Insurance	\$ _____	\$ _____
c. Union dues	\$ _____	\$ _____
d. Other (Specify: _____)	\$ _____	\$ _____
SUBTOTAL OF PAYROLL DEDUCTIONS	\$ _____	\$ _____
TOTAL NET MONTHLY TAKE HOME PAY	\$ _____	\$ _____
Regular income from operation of business or profession or farm (attach detailed statement)	\$ _____	\$ _____
Income from real property	\$ _____	\$ _____
Interest and dividends	\$ _____	\$ _____
Alimony, maintenance or support payments payable to the debtor for the debtor's use or that of dependents listed above.	\$ _____	\$ _____
Social security or other government assistance (Specify) _____	\$ _____	\$ _____
Pension or retirement income	\$ _____	\$ _____
Other monthly income (Specify) _____	\$ _____	\$ _____
TOTAL MONTHLY INCOME	\$ _____	\$ _____
TOTAL COMBINED MONTHLY INCOME \$ _____		

Describe any increase or decrease of more than 10% in any of the above categories anticipated to occur within the year following the filing of this document:

Schedule J Information - Your Current Expenditures

82. Complete the following by estimating the average monthly expenses of yourself and your family. Payments that are made other than monthly should be pro-rated to a monthly amount, if possible. Otherwise make an appropriate notation. If a joint petition is being filed and if your spouse maintains a separate household, make a separate list of expenditures for your spouse to the right of your list.

	YOUR EXPENDITURES
Rent or home mortgage payment (include lot rented for mobile home)	\$ _____
Are real estate taxes included? Yes _____ No _____	
Is property insurance included? Yes _____ No _____	
Utilities: Electricity and heating fuel	\$ _____
Water and sewer	\$ _____
Telephone	\$ _____
Other _____	\$ _____
Home maintenance (repairs and upkeep)	\$ _____
Food	\$ _____
Clothing	\$ _____
Laundry and dry cleaning	\$ _____
Medical and dental expenses	\$ _____
Transportation (not including car payments)	\$ _____
Recreation, clubs and entertainment, newspapers, magazines, etc.	\$ _____
Charitable contributions	\$ _____
Insurance (not deducted from wages or included in home mortgage payments)	
Homeowner's or renter's	\$ _____
Life	\$ _____
Health	\$ _____
Auto	\$ _____
Other _____	\$ _____
Taxes (not deducted from wages or included in home mortgage payments)	
(Specify) _____	\$ _____
Installment payments: (In chapter 12 and 13 cases, do not list payments to be included in the plan)	
Auto	\$ _____
Other _____	\$ _____
Other _____	\$ _____
Other _____	\$ _____
Alimony, maintenance, and support paid to others	\$ _____
Payments for support of additional dependents not living at your home	\$ _____
Regular expenses from operation of business, profession, or farm	
(attach detailed statement)	\$ _____
Other _____	\$ _____
Other _____	\$ _____
TOTAL MONTHLY EXPENSES	\$ _____

Statement of Financial Affairs Information

NOTE - If you are filing a chapter 12 or chapter 13 case and if you are married and living with your spouse, then the questions below pertaining to your spouse must be answered, and the requested information related to your spouse must be given, even if you are not filing a joint case.

83. How much gross income have you received from your employment or business in this calendar ** year?
\$ _____
84. How much gross income have you received from your employment or business during each of the last two calendar ** years? Last year: \$ _____ Year before: \$ _____
- *85. How much gross income has your spouse received from his or her employment or business in this calendar ** year?
\$ _____
- *86. How much gross income has your spouse received from his or her employment during each of the last two calendar ** years? Last year: \$ _____ Year before: \$ _____
87. How much income have you received other than from your employment or business during the last two years?
\$ _____ What was the source of this income? _____
- *88. How much income has your spouse received other than from his or her employment or business during the last two years? \$ _____ What was the source of this income? _____
89. Complete the following showing each creditor to whom you or your spouse have paid more than \$600 in the last 90 days.

Name and address of creditor	Date of payment	Maker of payment	Amount paid	Amount still owing
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90. Complete the following showing each payment that you or your spouse have made within the last 365 days to (or for the benefit of) a relative or business associate of any kind.

Name and address of creditor	Relationship of creditor to you	Date of payment	Maker of payment	Amount paid	Amount still owing
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91. Complete the following showing all lawsuits or other legal or administrative proceedings in which you or your spouse have been involved as a party during the last 365 days.

Name and number of case or proceeding	Nature of case or proceeding	Name of court or agency	Status or disposition of case or proceeding
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* Answer question only if a joint case is being filed, except as directed in the note at the top of this page.

** If you operate your business on a fiscal year other than the calendar year, substitute fiscal year for calendar year and identify your fiscal year.

92. Complete the following showing all money or property of yourself or your spouse that has been attached, garnished or seized in a court proceeding within the last 365 days.

Name and address of creditor	Date of seizure	Owner of property seized	Description and value of property seized
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93. Complete the following showing all property owned by yourself or your spouse that within the last 365 days has been repossessed by a creditor, foreclosed upon, or otherwise returned to the seller.

Name and address of creditor or seller	Date of repossession, foreclosure or return	Description and value of property	Owner of property
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94. Have you or your spouse made an assignment for the benefit of creditors within the last 120 days? _____
If so, attach copies of all papers relating to the assignment.

95. Has any of your property or your spouse's property been held by a custodian, receiver, or other court-appointed official during the last 365 days? _____ If so, attach copies of all papers relating to the proceeding.

96. Complete the following showing all gifts or charitable contributions made by you or your spouse within the last 365 days, except ordinary gifts to family members totalling less than \$200 per recipient and charitable contributions of less than \$100 per recipient.

Name and address of recipient	Relationship of recipient to you	Date of gift	Description and value of gift	Person who made the gift
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97. Complete the following showing any losses from fire, theft, or other casualty, or from gambling, that you or your spouse have incurred during the last 365 days.

Type of loss	Property lost	Date of loss	Amount of loss	Covered by insurance?	Person who incurred the loss
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98. Complete the following showing all transfers of money or property within the last 365 days by or on behalf of you or your spouse to attorneys or other persons for consultation concerning debt consolidation or the filing of a bankruptcy case.

Name and address of person paid	Date of payment	Name of person who made payment	Amount paid or value and description of property transferred
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99. Complete the following showing all transfers of money or property made by you or your spouse within the last 365 days, other than property or money transferred in the ordinary course of your business or financial affairs and the transfers listed in response to question 98.

Name and address of transferee	Relationship of transferee to you	Date of transfer	Description and value of property transferred	Owner of property transferred
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100. Complete the following showing all checking, savings, or other financial accounts, certificates of deposits, and shares in banks, credit unions or other financial institutions that you or your spouse have closed, transferred, or sold during the last 365 days.

Name and address of financial institution	Name of account, account number and type of account	Amount of final balance of account	Date of any sale and amount received
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101. Complete the following showing all safe deposit boxes or other boxes or depositories in which you or your spouse have kept cash, securities, or other valuables within the last 365 days.

Name and address of bank or depository	Names and address of all persons with access to box or depository	Description of contents	Date of transfer or surrender, if any
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102. Has any creditor, including a bank, made a setoff against a debt or deposit of you or your spouse within the last 90 days? _____ If so, list the name and address of the creditor and the date and amount of the setoff.

103. Do you or your spouse hold or control any property owned by another person? _____ If so, list the name and address of the owner, describe the property, and list its value and location.

104. Have you or your spouse moved during the last 24 months? _____ If so, give the address of each place where either of you lived during that period, the name or names used at that address, and the dates of occupancy.

105. Have you or your spouse resided in a community property state within the past 6 years? _____ If so, list the name of the spouse or former spouse who resided with you or your spouse in that state.

106. Have you or your spouse ever been involved in Environmental Law litigation or received notice of an Environmental Law violation or provided notice to a government agency of a Hazardous Material release? _____
If so, list the particulars on the back of this sheet.
107. Have you or your spouse, within the last six years, been any of the following: (a) an officer, director, managing executive, or the owner of more than 5% of the voting stock of a corporation; (b) a general partner of a partnership; or (c) a sole proprietor or self-employed person? Yourself _____ Your spouse _____
If both answers are "no" or if your spouse is not filing and the answer for yourself is "no," then questions 108-113 need not be answered. Otherwise, each of the questions below must be answered.
108. Complete the following showing all business with which you or your spouse have been involved in the manner described in question 107 during the last two years.

Name and address of business	Nature of business	Dates of beginning and ending of business operation	Owner of business
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Note The following questions should be answered for any business listed in the answer to question 106.

109. List the names and addresses of, and the dates services were rendered by, any bookkeepers or accountants who kept or supervised the keeping of the books and records of your business within the last two years.

110. List the names and addresses of, and the dates services were rendered by, any firms or persons who, within the last two years, have audited the books and records of your business or prepared a financial statement for you or your business.

111. List the names and addresses of all firms or persons who now have possession of your business books and records, and if any of your business books and records are not available, explain why.

112. List the name and address of all banks, creditors, trade agencies, and other parties to whom you have issued a financial statement within the last two years and the date the statement was issued.

113. Complete the following showing the last two inventories taken of your business property.

Date of inventory	Inventory supervisor	Amount of inventory in dollars	Basis of inventory (cost, market value, etc.)	Name and address of person having custody of inventory records
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