

Business Asset Intake Worksheet – For Self Employed ONLY

Important: The IRS requires full disclosure of all business assets, even if the asset is essential to operating the business or has little resale value. Please answer every question completely and attach supporting documents where requested.

Business Information

Business legal name: _____

EIN: _____

Business address: _____

Type of business (LLC, Corp, S-Corp, Sole Prop, Partnership): _____

Primary business activity: _____

1. Cash & Bank Accounts

List all accounts used by the business, including online payment platforms.

Institution / Platform	Account Type	Last 4 Digits	Current Balance
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Additional questions:

Cash on hand (not yet deposited): \$_____

Any restricted, escrowed, or frozen funds? ☐ Yes ☐ No

If yes, explain: _____

Attach last 3 months of bank statements for all accounts.

2. Accounts Receivable (Money Owed to the Business)

Do you invoice customers for services or products? ☐ Yes ☐ No

Total accounts receivable outstanding: \$_____

Aging (approximate):

Current (0–30 days): \$_____

31–60 days: \$_____

61–90 days: \$_____

Over 90 days: \$_____

Additional questions:

Amount you realistically expect to collect: \$_____

Any disputed or uncollectible receivables? ☐ Yes ☐ No

Explain: _____

Are any receivables pledged or factored? ☐ Yes ☐ No

3. Inventory (If Applicable)

Do you keep inventory for resale or production? ☐ Yes ☐ No

If yes:

Cost of inventory on hand: \$_____

Estimated quick-sale value (what it would sell for quickly): \$_____

Additional questions:

Any obsolete, damaged, or slow-moving inventory? ☐ Yes ☐ No

Any inventory owned by someone else or on consignment? ☐ Yes ☐ No

4. Business Vehicles

List all vehicles owned or leased by the business.

Year	Make/Model	Mileage	Loan Balance	Estimated Value

Additional questions:

Is each vehicle essential to business operations? ☐ Yes ☐ No

Is any vehicle used for personal purposes? ☐ Yes ☐ No

5. Machinery, Equipment & Tools

Include tools, machinery, and specialized equipment.

				Description	Purchase Price	Year Purchased	Estimated Resale Value

Additional questions:

Any equipment leased or financed? ☐ Yes ☐ No

Any obsolete or non-functional equipment? ☐ Yes ☐ No

6. Furniture, Fixtures & Office Equipment

Including desks, chairs, computers, phones, printers, etc.

Description	Purchase Price	Year Purchased	Estimated Resale Value

Estimated total resale value of furniture & office equipment: \$_____

Any high-value items (over \$1,000)? ☐ Yes ☐ No

Describe: _____

Does the business own any real estate? ☐ Yes ☐ No

	Description	Purchase Price	Year Purchased	Estimated Resale Value
1				
2				
3				
4				
4				

If yes:

1. Property address: _____

2. Property address: _____

3. Property address: _____

4. Property address: _____

5. Property address: _____

Estimated fair market value: \$ _____

Mortgage(s) or lien balance(s): \$ _____

Is the property used in business? ☐ Yes ☐ No

8. Intangible Assets

Check all that apply:

- ☐ Website or domain name
- ☐ Trademarks or trade names
- ☐ Business licenses or permits
- ☐ Franchise rights
- ☐ Customer lists or contracts

Could any of these be sold separately? ☐ Yes ☐ No

Estimated value (if any): \$_____

9. Ownership Interests in Other Businesses

Does the business own any interest in another business? ☐ Yes ☐ No

If yes:

Business name: _____

Ownership percentage: _____%

Estimated value of interest: \$_____

10. Loans & Secured Assets

List any business loans tied to specific assets.

Loan	Lender	Asset Secured	Loan Balance	Monthly Payment

11. Asset Transfers (Last 3–5 Years)

Has the business sold, transferred, or given away any assets? ☐ Yes ☐ No

If yes:

Describe asset(s): _____

Date of transfer: _____

Value at transfer: \$_____

Proceeds received (if any): \$_____

Who received the asset? _____

I certify that the information provided is complete and accurate to the best of my knowledge. I understand that failure to disclose assets may result in rejection of my Offer in Compromise.

Client Name: _____

Signature: _____

Date: _____