

DEPARTMENT OF THE TREASURY – ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
COLLECTION INFORMATION STATEMENT FOR BUSINESSES
(If you need additional space, please attach a separate sheet)

Section 1 Business Information ☐ Check this box when all spaces in Sect 1 are filled in.	1a. Business Name		3a. Contact Name		
	Business Street Address		3b. Contact's Business Telephone() -		
			Extension		
	City	State	Zip	Best Time To Call am pm (Enter Hours)	
	County		3c. Contact's Home Telephone () -		
	1b. Business Telephone () -		Best Time To Call am pm (Enter Hours)		
	2a. Employer Identification No. (EIN) -		3d Contact's Other Telephone () -		
	2b. Type of Entity (Check appropriate box below) ☐ Partnership ☐ Corporation ☐ Other		Telephone Type (i.e. fax, cellular, pager)		
	2c. Type of Business		3e Contact's E-Mail Address		
Section 2 Business Personnel and Contacts ☐ Check this box when all spaces in Sect 2 are filled in.	4. PERSON RESPONSIBLE FOR DEPOSITING PAYROLL TAXES				
	4a. Full Name		Title	Social Security Number	- -
	Home Street Address		Home Telephone Number		() -
	City	State	Zip	Ownership Percentage & Shares of Interest	
	5. PARTNERS, OFFICERS, MAJOR SHAREHOLDERS, ETC.				
	5a. Full Name		Title	Social Security Number	- -
	Home Street Address		Home Telephone Number		() -
	City	State	Zip	Ownership Percentage & Shares of Interest	
	5b. Full Name		Title	Social Security Number	- -
	Home Street Address		Home Telephone Number		() -
	City	State	Zip	Ownership Percentage & Shares of Interest	
	5c. Full Name		Title	Social Security Number	- -
	Home Street Address		Home Telephone Number		() -
	City	State	Zip	Ownership Percentage & Shares of Interest	
	5d. Full Name		Title	Social Security Number	- -
	Home Street Address		Home Telephone Number		() -
	City	State	Zip	Ownership Percentage & Shares of Interest	
	Section 3 Accounts/ Notes Receivables See page 6 for additional space, if needed ☐ Check this box when all spaces in Sect 3 are filled in.	6. ACCOUNTS/NOTES RECEIVABLE. List all contracts separately, including contracts awarded, but not started.			
Description		Amount Due	Date Due	Age of Account	
6a. Name		\$		☐ 0 -- 30 days	
Street Address				☐ 30 -- 60 days	
City/State/Zip				☐ 60 -- 90 days	
				☐ 90 + days	
6b. Name		\$		☐ 0 -- 30 days	
Street Address				☐ 30 -- 60 days	
City/State/Zip				☐ 60 -- 90 days	
6a + 6b = 6c (Transfer to page 6 if used)		\$			☐ 90 + days

COLLECTION INFORMATION STATEMENT FOR BUSINESS

BUSINESS NAME _____

EIN - _____

Section 4
Other
Financial
Information

7. OTHER FINANCIAL INFORMATION. Respond to the following business financial questions.

7a. Does this business have other business relationships (e.g. subsidiary or parent, corporation, partnership, etc.)?

NO YES

☐ If yes, list related EIN _____ Additional EIN _____

7b. Does anyone (e.g. officer, stockholder, partner, or employees) have an outstanding loan borrowed from the business?

☐ If yes, amount of loan \$ _____ Date of Loan _____ Current Balance \$ _____

7c. Are there any judgments or liens against your business?

☐ If yes, who is the creditor? _____ Date of judgment/lien _____ Amount of debt \$ _____

7d. Is your business a party in a lawsuit?

☐ If yes, amount of suit \$ _____ Possible completion date _____ Subject matter of suit _____

7e. Has your business ever filed bankruptcy?

☐ If yes, date filed _____ Date discharged _____ Petition No. _____

7f. In the past 10 years have you transferred any assets from your business name for less than their actual value?

☐ If yes, what asset? _____ Value of asset at time of transfer \$ _____

When was it transferred? _____ To whom or where was it transferred? _____

7g. Do you anticipate any increase in business income (e.g. contracts bid but not yet awarded)?

☐ If yes, why will the income increase? _____ (Attach sheet if you need additional space.)

How much will it increase? _____ When will the business income increase? _____

7h. Is your business a beneficiary of a trust, an estate, or a life insurance policy?

☐ If yes, name of the trust, estate, or policy? _____ Anticipated amount to be received? _____

When will the amount be received? _____

☐ Check
this box
when all
spaces in
Sect. 4 are
filled in.Section 5
Business
Assets

8. PURCHASED AUTOMOBILES, TRUCKS, AND OTHER LICENSED ASSETS. Include boats, RVs, motorcycles, trailers, etc.

(If you need additional space, attach a separate sheet.)

Current
Value:
Indicate the
amount you
could sell the
asset for
today.

Description (Year, Make, Model, Mileage)	Current Value	Loan Balance	Name of Lender	Purchase Date	Amount of Monthly Payment
8a. Year _____ Make/Model _____ Mileage _____	\$ _____	\$ _____	_____	_____	_____
8b. Year _____ Make/Model _____ Mileage _____	\$ _____	\$ _____	_____	_____	_____
8c. Year _____ Make/Model _____ Mileage _____	\$ _____	\$ _____	_____	_____	_____

9. LEASED AUTOMOBILES, TRUCKS, AND OTHER LICENSED ASSETS. Include boats, RVs motorcycles, trailers, etc.
(If you need additional space, attach a separate sheet.)

Description (Year, Make, Model)	Lease Balance	Name of Lesser	Lease Date	Amount of Monthly Payment
9a. Year _____ Make/Model _____	_____	_____	_____	_____
9b. Year _____ Make/Model _____	_____	_____	_____	_____

COLLECTION INFORMATION STATEMENT FOR BUSINESSES

BUSINESS NAME _____ EIN - _____

Section 5 continued Current value Indicate the amount you could sell the asset for today. Date of Final Payment: Enter the date the loan or lease will be fully paid. ☐ Check this box if you are attaching a depreciation schedule for machinery/equipment in lieu of completing line 11. ☐ Check this box when all spaces in Sect. 5 are filled in and attachments provided.	10. REAL ESTATE. List all real estate owned by the business. (If you need additional space, attach a separate sheet.)							
	Street, Address, City, State, Zip, and County	Date Purchased	Purchase Price	*Current Value	Loan Value	Name of Lender or Lien Holder	Amount of Monthly Payment	@Date of Final Payment
	10a. _____ _____ _____ _____	_____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	_____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____	_____ _____ _____ _____
	10b. _____ _____ _____ _____	_____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	_____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____	_____ _____ _____ _____
	ATTACHMENTS REQUIRED: Please include your current statement from lender with monthly payment amount and current balance for each piece of real estate owned.							
	11. BUSINESS ASSETS. List all business assets and encumbrances below; include Uniform Commercial Code (UCC) filings. (If you need additional space, attach a separate sheet.) NOTE: If attaching a depreciation schedule, the attachment must include all of the information requested below.							
	Description	*Current Value	Loan Balance	Name of Lender		Amount of Monthly Payment	@Date of Final Payment	
	11a. Machinery	\$ _____	\$ _____	_____		\$ _____	_____	
	_____	_____	_____	_____		_____	_____	
	_____	_____	_____	_____		_____	_____	
11c. Equipment	_____							
_____	_____	_____	_____		_____	_____		
_____	_____	_____	_____		_____	_____		
_____	_____	_____	_____		_____	_____		
11d. Merchandise	_____							
_____	_____	_____	_____		_____	_____		
11e. Other Assets: (List Below)	_____							
_____	_____	_____	_____		_____	_____		
_____	_____	_____	_____		_____	_____		
ATTACHMENTS REQUIRED: Please include your current statement from lender with monthly payment amount and current loan balance for assets listed which have an encumbrance.								
Section 6 Investment, Banking and Cash Information	12. INVESTMENTS. List all investment assets below. Include stocks, bonds, mutual funds, stock options, and certificates of deposit							
	Name of Company		Number of Shares/Units		Current Value	Loan Amount	Used as collateral on loan?	
	12a. _____		_____		\$ _____	\$ _____	☐ NO ☐ YES	
	12b. _____		_____		\$ _____	\$ _____	☐ NO ☐ YES	
12c. Total Investments					\$ _____			

COLLECTION INFORMATION STATEMENT FOR BUSINESSES

BUSINESS NAME _____ EIN - _____

Section 6
ContinuedComplete
all entry
spaces with
the most
current data
available.

13. BANK ACCOUNTS. List all checking and savings accounts. (If you need additional space, attach a separate sheet.)

Type of Account		Full Name of Bank, Saving & Loan, Credit Union, or Financial Institution	Bank Routing No.	Bank Account No.	Current Account Balance
13a.	Checking	Name			\$
		Street Address			
		City/State/Zip			
13b.	Checking	Name			\$
		Street Address			
		City/State/Zip			
13c.	Savings	Name			\$
		Street Address			
		City/State/Zip			
13d. Total Bank Account Balances					\$

ATTACHMENTS REQUIRED: Please include your current bank statements (checking and savings) for the past three months for all accounts.

14. OTHER ACCOUNTS. List all accounts including brokerage accounts, money market, additional checking, and saving accounts not listed on line #13 and any other accounts not listed in this section.

Type of Account		Full Name of Bank, Saving & Loan, Credit Union, or Financial Institution	Bank Routing No.	Bank Account No.	Current Account Balance
14a.		Name			\$
		Street Address			
		City/State/Zip			
14b.		Name			\$
		Street Address			
		City/State/Zip			
14c. Total Other Account Balances					\$

ATTACHMENTS REQUIRED: Please include your current bank statements (checking, savings, money market, and brokerage accounts) for the past three months for all accounts.

15. CASH ON HAND. Include any money that you have that is not in the bank.

15a. Total Cash on Hand \$

16. AVAILABLE CREDIT. List all lines of credit, including credit cards.

Full Name of Credit Institution		Credit Limit	Amount Owed	Available Credit
16a.	Name			\$
	Street Address			
	City/State/Zip			
16b.	Name			\$
	Street Address			
	City/State/Zip			
16c. Total Credit Available				\$

☐ Check this box when all spaces in Sect. 6 are filled in and attachments provided.

COLLECTION INFORMATION STATEMENT FOR BUSINESS

BUSINESS NAME _____ EIN - _____

Section 7
Monthly
Income and
ExpensesComplete
all entry
spaces with
the most
current data
available.

17. The following information applies to income and expenses from your most recently filed Form 1120 or Form 1065.

Fiscal Year Period From: _____ To: _____

18. Accounting Method Used: ☐ Cash ☐ Accrual

The information included on lines 19 through 39 should reconcile to your business federal tax return.

TOTAL INCOME

TOTAL EXPENSES

Source	Gross Monthly	Expense Items	Actual Monthly
19. Gross Receipts	\$	27. Materials Purchased (1)	\$
20. Gross Rental Income		28. Inventory Purchased (2)	
21. Interest		29. Gross Wages & Salary	
22. Dividends		30. Rent	
Other Income (specify in lines 23-25)		31. Supplies (3)	
23.		32. Utilities/Telephone (4)	
24.		33. Vehicle Gasoline/Oil	
25.		34. Repairs & Maintenance	
(Add lines 19 through 25)		35. Insurance	
26. TOTAL INCOME		36. Current Taxes (5)	
		Other Expenses (Include installment payments, specify in lines 37-38)	
		37.	
		38.	
		(Add lines 27 through 38)	
		39. Total Expenses	

- (1) Material Purchased: Materials are items directly related to the production of a product or service.
- (2) Inventory Purchased: Goods bought for resale.
- (3) Supplies: Supplies are items used in your business that are consumed or used up within one year, this could be the cost of books, office supplies, professional instruments, etc.
- (4) Utilities: Utilities include gas, electricity, water, fuel, oil, other fuels, trash collection, and telephone.
- (5) Current Taxes: Real estate, state and local income tax, excise, franchise, occupational, personal property, sales, and the employer's portion of employment taxes.

☐ Check
this box
when all
spaces in
Sect. 7 are
filled in.☐ Check
this box
when all
spaces in
all sections
are filled in
and all
attachments
provided.**CAUTION****Failure to complete all entry spaces may result in rejection or significant delay in the resolution of your accounts.****Certification: Under penalties of perjury, I declare that to the best of my knowledge and belief this statement of assets, liabilities, and other information is true, correct, and complete.**

Print Name

Title

Your Signature

Date

COLLECTION INFORMATION STATEMENT FOR BUSINESS

BUSINESS NAME _____ EIN - _____

Section 3
Accounts/
Notes
Receivable
continued

ACCOUNTS/NOTES RECEIVABLE CONTINUATION PAGE. List all contracts separately, including contracts awarded, but not started. (If you need additional space, copy this page and attach to TTB F 5600.18 form)

Use only if
needed.☐ Check
this box if
this page is
not needed.

Description	Amount Due	Date Due	Age of Account
			☐ 0 -- 30 days
6d.Name	\$		☐ 30 -- 60 days
Street Address			☐ 60 -- 90 days
City/State/Zip			☐ 90 + days
			☐ 0 -- 30 days
6e.Name	\$		☐ 30 -- 60 days
Street Address			☐ 60 -- 90 days
City/State/Zip			☐ 90 + days
			☐ 0 -- 30 days
6f.Name	\$		☐ 30 -- 60 days
Street Address			☐ 60 -- 90 days
City/State/Zip			☐ 90 + days
			☐ 0 -- 30 days
6g.Name	\$		☐ 30 -- 60 days
Street Address			☐ 60 -- 90 days
City/State/Zip			☐ 90 + days
			☐ 0 -- 30 days
6h.Name	\$		☐ 30 -- 60 days
Street Address			☐ 60 -- 90 days
City/State/Zip			☐ 90 + days
			☐ 0 -- 30 days
6i.Name	\$		☐ 30 -- 60 days
Street Address			☐ 60 -- 90 days
City/State/Zip			☐ 90 + days
			☐ 0 -- 30 days
6j.Name	\$		☐ 30 -- 60 days
Street Address			☐ 60 -- 90 days
City/State/Zip			☐ 90 + days
Add Lines 6d through 6j = 6k			
Transfer from Page 1 line 6c			
6l Total Accounts/Notes Receivable 6k + 6c			

☐ Check
this box
when all
spaces in
Sect. 3 are
filled in.