

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF OREGON

In re \_\_\_\_\_ ) Case No. \_\_\_\_\_  
 )  
 ) APPLICATION FOR  
 Debtor(s) ) INTERIM FINAL (**Mark One**)  
 ) ACCOUNTANT'S COMPENSATION

The applicant, \_\_\_\_\_, has performed accounting services (describe) \_\_\_\_\_ on behalf of \_\_\_\_\_. Pursuant to 11 USC §§330 or 331, and LBR 2016-1, the applicant, by and through the undersigned, applies for compensation as marked above and also certifies the following is true and correct:

1. Applicant requests allowance of compensation for: Professional Services of \$ \_\_\_\_\_; Expenses of \$ \_\_\_\_\_; for a Total of \$ \_\_\_\_\_.

2. Applicant was appointed by court order(s) entered on \_\_\_\_\_, per Application(s) for Employment filed on \_\_\_\_\_. The employment order did not specify a rate of compensation except as follows:

3. Applicant's prior requests for compensation in this case are as follows:

<u>Date of Application</u>	<u>Amount Requested</u>		<u>Amount Allowed</u>		<u>Amount Received</u>		<u>Payment Source</u>
	Fees	Expenses	Fees	Expenses	Fees	Expenses	

TOTALS: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

4. The professional has not shared or agreed to share any compensation received or to be received for services rendered in connection with this case, except with a regular member, partner or associate of Applicant's firm.

5. The rate of compensation, number of hours and requested fee for each person included in this application are summarized as follows:

<u>Timekeeper (name &amp; initials)</u>	<u>Title</u>	<u>Hourly Rate</u>	<u>Number Of Hours</u>	<u>Requested Fee</u>
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6. The following schedules must be attached and formatted as described. Attached and incorporated herein by reference are the following schedules.

Schedule A - A narrative summary of services must be provided. Such narrative must include a description of the year and nature of all returns or forms prepared, whether the trustee was required to file such returns or forms, and if not, why they were filed, and any estimated tax savings or other benefit to the estate created by the work.

Schedule B -If the requested compensation in this case is/will be over \$1000, an itemized billing setting forth the names and qualifications of each service provider and, for each entry, the date the service was performed, a detailed description of the service, the name of the service provider, the time expended, the amount charged, and the billing category. Billing categories are to be used pursuant to the directions on page 3. A total amount charged for each billing category must also be set forth.

7. Applicant requests the following expense reimbursement: a. A total of \$\_\_\_\_\_ for expenses that fall within the limits set forth in LBR 2016-1 (no itemization required); AND b. Other (describe each in detail):

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signer's Name Telephone

\_\_\_\_\_  
Address

The trustee/debtor in possession finds the proposed fees to be reasonable.

\_\_\_\_\_  
Trustee/Debtor in Possession

## BILLING CATEGORIES

Each category to be used is numbered. Each itemization must fall within a numbered category. If a numbered category is referred to, it is assumed to include the subset of services listed thereunder. A detailed description of the services provided within each billing category is required.

### CATEGORY 1: ORGANIZATION OF FINANCIAL RECORDS

- Accumulation of financial information
- Review and organize financial data

### CATEGORY 2: PAYROLL

- Payroll processing for period \_\_\_\_\_
- Payroll tax report preparation for period \_\_\_\_\_
- W-2 Form Preparation for year \_\_\_\_\_
- Forms 1099/1096 for year \_\_\_\_\_

### CATEGORY 3: PERIOD END ACCOUNTING

- Analyze and post debtor/trustee prepared financial records
- Prepare working trial balance, supporting workpapers, and adjustments
- Prepare depreciation schedules
- Prepare 2015 reports

### CATEGORY 4: TAX RETURN PREPARATION

- Prepare tax return form for period ending \_\_\_\_\_
- Review tax return for period ending \_\_\_\_\_

### CATEGORY 5: MISCELLANEOUS

- Calculate asset basis
- Calculate carryover tax attributes
- Court and litigation support
- Meeting with \_\_\_ to discuss \_\_\_\_\_
- Monthly accounting for trustee
- Phone call or letter to \_\_\_\_\_ for \_\_\_\_\_
- Prepare fee application
- Respond to IRS/state notices re: \_\_\_\_\_
- Review tax impact of \_\_\_\_\_
- Other \_\_\_\_\_