



PROFESSIONAL PRACTICE VALUATION
DOCUMENT REQUEST FORM

Practice Name: _____ Date of Separation: _____
(referred to herein as "the above-named Practice") (referred to herein as the "Date of Separation")

Professional Spouse's Name: _____ Current Date: _____
(referred to herein as "the above-named Professional") (referred to herein as the "Current Date")

Directions:

- When used herein, the term "the above-named Practice" refers to the name of the Practice in the blank following "Practice Name".
- When used herein, the term "the above-named Professional" refers to the spouse of this action whose name is in the blank labeled above as "Professional Spouse's Name".
- When used herein, the term "Date of Separation" refers to the date in the blank above labeled "Date of Separation".
- When used herein, the term "Current Date" means the date in the blank above labeled "Current Date".

Please organize the documents in the order requested by the enumerated items below.

1. Provide monthly and annual financial statements pertaining to "the above-named Practice" for the five years preceding "Date of Separation" through the "Current Date".

Response:

2. Provide copies of all federal and state income tax returns for "the above-named Practice" for the five years preceding "Date of Separation" through the "Current Date".

Response:

3. Provide accounts receivable aging listing as of the "Date of Separation" for "the above-named Practice". include a copy of all collection and write off policies concerning patient accounts both self-pay and insurance related policies in place on the "Date of Separation". If no accounts receivable report exists for "Date of Separation", please provide the accounts receivable listing closest to "Date of Separation". Describe all material differences between "Date of Separation" balances and report balances.

Response:

4. Provide "Current Date" accounts receivable aging listing for "the above-named Practice". include a copy of all current collection and write off policies concerning patient accounts both self-pay and insurance related policies.

Response:

5. Provide an inventory listing including, but not limited to, a detailed description of the inventory items, number of items on hand and both individual and extended values for each item, for "the above-named Practice" on the "Date of Separation". If no listing exists for "Date of Separation", please provide the listing closest to "Date of Separation". Describe all material differences between "Date of Separation" balances and listing balances.

Response:

6. Provide a "Current Date" inventory listing including, but not limited to, a detailed description of the inventory items, number of items on hand and both individual and extended values for each item, for "the above-named Practice".

Response:

7. Provide detailed schedules of fixed assets (such as but not limited to lapsing depreciation schedules giving history, cost and accumulated depreciation) for "the above-named Practice" on the "Date of Separation". If no listing exists for "Date of Separation", please provide the listing closest to "Date of Separation". Describe all material differences between "Date of Separation" balances and listing balances.

Response:

8. Provide a "Current Date" detailed schedules of fixed assets (such as but not limited to lapsing depreciation schedules giving history, cost and accumulated depreciation) for "the above-named Practice".

Response:

9. Provide a listing of all fixed assets held on "Date of Separation" that have since been sold or disposed of, including the date of disposal and sales price.

Response:

10. Provide copies of all property tax listings for "the above-named Practice" for the past five years.

Response:

11. Provide a detailed list of investments held by or for the benefit of "the above-named Practice" on the "Date of Separation". The listing should include the name of the asset and the fair market value. If no listing exists for "Date of Separation", please provide the listing closest to "Date of Separation". Describe all material differences between "Date of Separation" balances and listing balances.

Response:

12. Provide a detailed list of investments held by or for the benefit of "the above-named Practice" on the "Current Date". The listing should include the name of the asset and the fair market value.

Response:

13. Provide an accounts payable aging report for "the above-named Practice" on the "Date of Separation". Include names and balances of all vendors for which there is a balance \$2,500.00 or greater. If no listing exists for "Date of Separation", please provide the listing closest to "Date of Separation". Describe all material differences between "Date of Separation" balances and listing balances.

Response:

14. Provide a current accounts payable aging report for "the above-named Practice" for the "Current Date". Include names and balances of all vendors for which there is a balance \$2,500.00 or greater.

Response:

15. Provide a detailed listing of notes payable, equipment or real property leases and other term debt pertaining to "the above-named Practice" on "Date of Separation". The listing should include the names of the lessor and "Date of Separation" balance. Also to be included are complete copies of the agreements including the names of the parties in the agreement, payment schedules, collateralized properties, the life of the agreement and any cancellation clauses. if no listing exists for "Date of Separation", please provide the listing closest to "Date of Separation". Describe all material differences between "Date of Separation" balances and listing balances.

Response:

16. Provide a "Current Date" detailed listing of notes payable, equipment or real property leases and other term debt pertaining to "the above-named Practice" on "Date of Separation". The listing should include the names of the lessor and "Date of Separation" balance. Also to be included are complete copies of the agreements including the names of the parties in the agreement, payment schedules, collateralized properties, the life of the agreement and any cancellation clauses.

Responses:

17. Submit all appraisal reports performed on all real estate, equipment or other property held by "the above-named Practice" for the last five years preceding this production.

Response:

18. Provide copies of all key-man life insurance policies held by "the above-named Practice" from "Date of Separation" until present. Cash value and cash surrender value as of "Date of Separation" should also be included.

Response:

19. Provide a detailed documentation of all changes to key-man life insurance policies held by "the above-named Practice" since "Date of Separation". The documentation shall reflect the specific changes made, the financial impact of the changes and the reasons for change.

Response:

20. List all fringe benefits available to professionals within "the above-named Practice" as of "Date of Separation", by professional. Listing should include but not be limited to a detailed explanation of the type of benefit available, the value of the benefit, the purchase price for both "the above-named Practice" as well as any contribution by the physicians. Qualification requirements should also be included.

Response:

21. List all fringe benefits available to professionals within "the above-named Practice" at the "Current Date". Listing should include but not be limited to a detailed explanation of the type of benefit available, the value of the benefit, the purchase price for both "the above-named Practice" as well as any contribution by the physicians. Qualification requirements should also be included.

Response:

22. Provide all documentation reflecting buy/sell agreements pertaining to "the above-named Practice".

Response:

23. Provide all documentation reflecting shareholder agreements pertaining to "the above-named Practice".

Response:

24. Provide all documentation reflecting stock subscription pertaining to "the above-named Practice".

Response:

25. Provide all documentation reflecting employment agreements held by "the above-named Practice".

Response:

26. Provide documentation of all benefit and/or retirement plans held by "the above-named Practice" including but not limited to the plan description, funding process and vesting policies.

Response:

27. Provide copies of all minute books pertaining to and maintained on the behalf of "the above-named Practice" for the five years preceding "Date of Separation" through the current statements.

Response:

28. Provide documentation of all contracts pertaining to daily operations and resulting in fees paid in the amount of \$2,500.00 or more annually by "the above-named Practice" that were in existence on the "Date of Separation". The documentation shall include but not be limited to the parties with which the contract are held and the annual contractual amount paid. Also to be included are the complete contract and a detailed listing of any related parties with which the contract is made or indirectly benefits and their relationship to "the above-named Practice". If no listing exists for "Date of Separation", please provide the listing closest to "Date of Separation". Describe all material differences between "Date of Separation" and listing date.

Response:

29. Provide documentation of all "Current Date" contracts pertaining to daily operations and resulting in fees paid in the amount of \$2,500.00 or more annually by "the above-named Practice". The listing shall include but not be limited to the parties with which the contract are held and the annual contractual amount paid. Also to be included are the complete contract and a detailed listing of any related parties with which the contract is made or indirectly benefits and their relationship to "the above-named Practice".

Response:

30. Please provide documentation values of qualified and non-qualified stock option plans and deferred compensation plans of any nature in which "the above-named Professional" had an interest on the "Date of Separation". Include with the values all documents outlining exercising rights of stock option

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32. Provide documentation reflecting all managed care contracts and provider contracts held by "the above-named Practice" as of the "Date of Separation". Included with the listing should be a copy of the complete contract and a detailed listing of any related parties with which the contract is made and their relationship to "the above-named Practice". If no listing exists for "Date of Separation", please provide the listing closest to "Date of Separation". Describe all material differences between "Date of Separation" and listing date.

Response:

33. Provide documentation reflecting all managed care contracts and provider contracts presently held by "the above-named Practice" at the "Current Date". Included with the listing should be a copy of the complete contract and a detailed listing of any related parties with which the contract is made and their relationship to "the above-named Practice".

Response:

34. Provide documentation of all case studies, such as but not limited to drug research or other research studies, for which "the above-named Practice" provides services or had contracted for from five years preceding "Date of Separation" through "Date of Separation". Information shall include a copy of said contract including but not limited to reimbursement agreements, length of contract, and provider of contract and percent of practice time utilized by said study. Case studies shall include but not be limited to pharmaceutical studies and education grants.

Response:

35. Provide documentation of all case studies, such as but not limited to drug research or other research studies, for which "the above-named Practice" provides services or has contracted for at the "Current Date". Information shall include a copy of said contract including but not limited to reimbursement agreements, length of contract, and provider of contract and percent of practice time utilized by said study. Case studies shall include but not be limited to pharmaceutical studies and education grants.

Response:

36. How many active patient files did "the above-named Practice" have on the "Date of Separation"? if the number of active patient files on the "Date of Separation" is unknown, please provide the number known for the date closest to "Date of Separation". Describe all material differences between. "Date of Separation" and listing date.

Response:

37. How many active patient files does "the above-named Practice" have on file on the "Current Date"?

Response: