

# Business Loan Application Checklist



## I. Business Items Required

### Financial Information (Sign and date each document):

- Business Federal Tax Returns for last 3 years
- Interim business financial statements within last 60 days (balance sheet and income statement)
- Business debt schedule (should agree with interim balance sheet) (form included in application)
- Aging of Accounts receivable and accounts payable (should agree to interim balance sheet)

### Entity Documents (please provide those that are applicable):

- If Partnership - Partnership agreement and amendments
- If LLC; operating agreement, articles of organization, amendments, list of members and ownership percent If Corporation articles of incorporation, bylaws, amendments, list of officers and directors
- If Sole Proprietor; attach copy of fictitious name filing
- Copy of business license(s)

## II. Personal Items Required for All Business Owners Greater Than 20%

### Financial Information (Sign and date each document):

- Federal Income Tax Returns (last 3 years)
- Personal financial statement dated within the last 60 days (SBA Form 3245-0188)
- K-1's for last 3 years (if applicable)

### Other Information:

- Resumes of all borrowers, guarantors, key management personnel (SBA Form 3245-0080)

## III. Other "Deal Specific" Information Required as Listed

### Below: If Start-up Business:

- Business plan
- Two years of projections with assumptions - first year must be on a month-by-month basis

### If Real Estate Purchase or Construction:

- Real estate purchase contract Construction contract or cost estimates

### If Non-U.S. Citizen:

- INS Form G845 and copy of front and back of Alien Registration Card

### If Franchise:

- Franchise Agreement and FTC Disclosure Statement