

Business Loan Checklist

BUSINESS INFORMATION

- Last 3 years Tax Returns
- Current Balance Sheet and Profit & Loss Statement for the business
- Business Debt Schedule
 - Current lender
 - Current monthly payment
 - Current principal balance
 - Due date
 - Current interest rate
 - Prepayment penalty info
- Accounts Receivable and Accounts Payable
- Description of Business/Business Plan (for start-up business)
- 12 month projections & 3 year projections (for start-up business)
- Additional items may be requested

INDIVIDUAL GUARANTOR INFORMATION

*For those with an ownership interest in the business

- Individual Financial Statement- signed & dated
- Last 3 years Personal Federal Tax Return including all schedules, statements, K1's and W2's.
- Copy of 2 forms of ID
- Last 3 years Federal Tax Return for any affiliate businesses owned by current owners of applicant business.
- Business Debt Schedule for affiliate businesses
 - Current lender
 - Current monthly payment
 - Current principal balance
 - Due date
 - Current interest rate
 - Prepayment penalty info

LEGAL ENTITY DOCUMENTATION

- Articles of Incorporation
- Certificate of Incorporation
- Operating Agreement, Bylaws or Partnership Agreement

COMMERCIAL REAL ESTATE

- Purchase Contract
- New Construction or Renovation Items
 - Budget
 - Plans
 - Builder Contract
 - Specifications
- Description of Real Estate
- Lease Agreements

FOR PURCHASE OF EQUIPMENT OR MACHINERY

- Detailed description of equipment to be purchased
- Purchase order or invoice
- If refinancing, please provide:
 - Serial Numbers
 - Date of purchase or age of equipment
 - Detailed list of equipment & machinery to be refinanced
 - Copy of original invoice

Please find the Business Account Checklist on the reverse side!

