

Business Loan Application Checklist

This checklist will aid you in gathering the necessary information for the initial evaluation of your loan request. In order to process your application, we will need complete information. All necessary forms are provided unless notes.

- Business Loan Application.
- Personal Financial Statement - Please complete for all owners, principals, and officers, signed and dated within the last 45 days (Duplicate form as needed).
- Management Resume(s) - Please provide complete resumes on all individuals referred to in the second item (Duplicate form as needed).
- History of Business Form.
- Business Debt Schedule - This must be dated the same way as the Interim Financial Statement requested below and should reflect all outstanding liabilities as shown on the Interim Financial Statement.
- Monthly Performa Income Statement for 12 months.

Please provide the following items:

- Business Financial Statements and Tax Returns Income Statements, balance sheets and tax returns for the most recent three years.*
- Interim Financial Statement Signed and dated within the last 45 days.
- Business Performa Financial Statements Balance Sheet, and Cash Flow Projection.
- Personal Tax Returns for the most recent three years on each individual referred to in the second item listed above.
- Agings of Accounts Receivable and Payable as of the date of the Interim Financial Statement.
- IRS Form 4506 signed for business tax returns or Personal Schedule C.
- Other _____

*Please be advised that all financial statements and tax returns must have original signatures and dates. After photocopying financial statements and tax returns, please sign again and affix current date.