

SBA Application Checklist

Application Documents:

- Business Loan Application
- Business Profile
- Business Plan¹
- Signed IRS Form 4506 to verify tax returns
- Management profile for each owner and key management personnel
- Entity Documents:
 - Corporation
 - Articles of Incorporation
 - Amendments & Signed By-Laws
 - Domestic Exchange Filing of Officers
 - Partnership
 - Partnership Agreement
 - LLC
 - Articles of Organization
 - Signed Operating Agreement
- Fictitious Name Statement²
- Business License
- Franchise Agreement & UFOC²

Business Financials:

- Current interim business financial statement (Balance Sheet & Profit/Loss Stmt. less than 60 days old)
- Three years fiscal year-end business financial statement (Balance Sheet & Profit/Loss Stmt.)²
- Three years federal business income tax returns, signed and dated by taxpayer
- Business Term Debt Schedule (Debts must match term debt on current financial stmt.)
- Accounts receivable and payable aging (Corresponding to current business balance sheet)
- Monthly Profit/Loss Projections for 2 years¹

Personal Financials:

- Personal Financial statement(s) (Less than 60 days old for each principal with at least 20% ownership)
- Three years personal Federal income tax returns (Signed and dated by taxpayer, include all schedules and K-1's)

Affiliate Document³:

- Three years Federal business income tax returns; signed and dated by taxpayer

Project Documents:

- Construction/Tenant Improvements
 - Construction cost breakdown
 - Construction contract
 - Contractor information form
- Business Purchase
 - List of equipment/inventory
 - Business buy-sell agreement

Miscellaneous Documents:

- Stand-by Agreement (Sample)
- INS Verification⁴

1 Required for new business (less than 2 years old), also business acquisition and expansion.

2 If applicable

3 Required if borrower or guarantor has controlling interest in another business.

4 Required if not U.S. citizen