

# Loan Documentation Checklist



## SECTION 1: PERSONAL INFORMATION (ITEMS 1-11 REQUIRED FROM EACH OWNER)

Please note that *all* persons who own 20% or more of the business are required to apply. There is a \$25.00 non-refundable fee per person applying.

|   |  |
|---|--|
| ✓ | 1. Micro Loan Application(s), Rates and Fees Disclosure Statement  |
|   | 2. Child Support Form(s)   |
|   | 3. Business Job Creation Report(s)   |
|   | 4. Personal Financial Statements <ul style="list-style-type: none"> <li>• Up to the past 90 days</li> <li>• Joint with spouse if applicable</li> </ul> |
|   | 5. IRS Form 4506-T <b>for loan requests over \$50,000</b>  |
|   | 6. Collateral Schedule (SBA Form 4)  |
|   | 7. Sources and Uses of Funds Worksheet   |
|   | 8. Two Most Recent Pay Stubs (whether from the business or from outside employment)  |
|   | 9. Tax Returns for the last 3 years  |
|   | 10. Copy of Social Security Card   |
|   | 11. Copies of State- or Federal-Issued ID  |

## SECTION 2: BUSINESS INFORMATION

|   |  |
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| ✓ | <b>Numbers 10-11 required if your business has been open for less than two years or is a business acquisition:</b>   |
|   | 12. Business Plan with Executive Summary   |
|   | 13. Cash Flow Projections and Assumptions  |
|   | <b>Numbers 15-18 required for any business that is not a startup:</b>  |
|   | 14. Evidence of Insurance (can be insurance quotes for <b>startups</b> ) <ul style="list-style-type: none"> <li><input type="checkbox"/> General Liability</li> <li><input type="checkbox"/> Property &amp; Casualty (P&amp;C) If the Business Owns Assets</li> <li><input type="checkbox"/> Real Estate If Providing as Collateral</li> <li><input type="checkbox"/> Life Insurance for Owners May Be Required</li> </ul> |
|   | 15. Financial Statements for the past 90 days <ul style="list-style-type: none"> <li><input type="checkbox"/> Profit &amp; Loss Statement</li> <li><input type="checkbox"/> Balance Sheets</li> <li><input type="checkbox"/> Accounts Payable/Accounts Receivable, if applicable to your business</li> </ul>   |
|   | 16. Business Tax Returns for the last 3 years, or as many years as the business has filed, if less than 3 (if you filed only a personal return or schedule C, please provide with your personal tax returns)   |
|   | <b>Number 14 required for all businesses:</b>  |
|   | 17. Evidence of Employee Identification Number (EIN)<br>(Can be EITHER letter from IRS with number OR filed business tax return)   |
|   | 18. Proof of Equity Injection Worth 12% of Your Loan Total<br>(Equity refers to money in the bank. Money you have already spent on the business or project can count towards 12% if receipts are shown.)   |

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## SECTION 3: MISCELLANEOUS DOCUMENTATION, BASED ON BUSINESS TYPE

You will be asked to provide any of the following that are applicable to your business:

|  |  |  |  |  |   |  |  |  |  |
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| ✓  | <p>19. If multi-member LLC:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Secretary of State Filing</li> <li><input type="checkbox"/> Secretary of State Operating Agreement</li> </ul>  |  |  |  |   |  |  |  |  |
|  | <p>20. If S-Corp or C-Corp:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Secretary of State Filing</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Officer List</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Corporate By-Laws</td> <td style="border: none;"><input type="checkbox"/> Shareholder List</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Director List</td> <td></td> </tr> </table>   | <input type="checkbox"/> Secretary of State Filing | <input type="checkbox"/> Officer List            | <input type="checkbox"/> Corporate By-Laws             | <input type="checkbox"/> Shareholder List                     | <input type="checkbox"/> Director List     |  |  |  |
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| <input type="checkbox"/> Corporate By-Laws                     | <input type="checkbox"/> Shareholder List  |  |  |  |   |  |  |  |  |
| <input type="checkbox"/> Director List                         |  |  |  |  |   |  |  |  |  |
|  | <p>21. If Franchise Business:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Franchise Agreement</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Joint Payment Agreement</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Franchise Disclosure Document</td> <td style="border: none;"><input type="checkbox"/> Draw Schedule</td> </tr> <tr> <td></td> <td style="border: none;"><input type="checkbox"/> Capability Statement</td> </tr> </table>  | <input type="checkbox"/> Franchise Agreement       | <input type="checkbox"/> Joint Payment Agreement | <input type="checkbox"/> Franchise Disclosure Document | <input type="checkbox"/> Draw Schedule                        |  | <input type="checkbox"/> Capability Statement  |  |  |
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|  | <input type="checkbox"/> Capability Statement  |  |  |  |   |  |  |  |  |
|  | <p>22. Any, If Applicable:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Purchase Contracts</td> <td style="width: 50%; border: none;"><input type="checkbox"/> M&amp;E Estimates</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Lease (draft)</td> <td style="border: none;"><input type="checkbox"/> DUNS# (mandatory for USDA loan only)</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Construction Bids</td> <td style="border: none;"> <ul style="list-style-type: none"> <li>• Request DUNS # at:<br/><a href="http://fedgov.dnb.com/webform/">http://fedgov.dnb.com/webform/</a></li> <li>• Choose <i>Applying for Federal Funding</i> to receive DUNS # within 2 days</li> </ul> </td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Note and Sec Agree for Debt Refinance</td> <td></td> </tr> </table> | <input type="checkbox"/> Purchase Contracts        | <input type="checkbox"/> M&E Estimates           | <input type="checkbox"/> Lease (draft)                 | <input type="checkbox"/> DUNS# (mandatory for USDA loan only) | <input type="checkbox"/> Construction Bids | <ul style="list-style-type: none"> <li>• Request DUNS # at:<br/><a href="http://fedgov.dnb.com/webform/">http://fedgov.dnb.com/webform/</a></li> <li>• Choose <i>Applying for Federal Funding</i> to receive DUNS # within 2 days</li> </ul> | <input type="checkbox"/> Note and Sec Agree for Debt Refinance |  |
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