

Business Loan Application Checklist

Up to \$100,000

Please be sure all of the following documentation has been included in order for your business loan application to be processed:

- Business Loan Application.
- Current Personal Financial Statement for each of the principal owners listed in the first section of the Business Loan Application.
- Most recent Federal Tax Return, signed and dated, for each of the principal owners listed in the first sections of the Business Loan Application.
- Completed and executed IRS Form 4506 for each of the principal owners listed in the first sections of the Business Loan Application.
- Most recent Federal Tax returns for the Business, if filed separately.
- Two (2) most recent years of financial statements for the business, preferably prepared by an accountant.
- Interim Financial statements for the business, if available.
- Organizational Papers (articles of organization, Certificate of Incorporation, d/b/a papers).

More than \$100,000

Please be sure all of the following documentation has been included in order for your business loan application to be processed:

- Business Loan Application.
- Current Personal Financial Statement for each of the principal owners listed in the first section of the Business Loan Application.
- Three (3) most recent Federal Tax Return, signed and dated, for each of the principal owners listed in the first sections of the Business Loan Application.
- Completed and executed IRS Form 4506 for each of the principal owners listed in the first sections of the Business Loan Application.
- Three (3) most recent Federal Tax returns for the Business, if filed separately.
- Three (3) most recent years of financial statements for the business, preferably prepared by an accountant.
- Interim Financial statements for the business, if available.
- Organizational Papers (articles of organization, Certificate of Incorporation, d/b/a papers).