



Small Business Loan Application Checklist

In addition to a completed and signed Small Business Loan Application, your Commercial Lender will need the documents listed below to begin to process your loan request. Additional documents may be required after the initial review. If you have experienced recent credit problems which may have affected your credit report and FICO score, submit a signed Small Business Loan Application along with a letter of explanation for a credit screening prior to packaging the financial documents outlined below.

New Business Start-up Checklist

- Business Plan
- Monthly Cash Flow Projections for first 24 months (link to form)
- Projected Year End Profit & Loss Statement and Balance Sheet for the first 2 years
- Personal Federal Income Tax Returns – Last 3 years
- Personal Financial Statement (link to form)
- Detailed breakdown of the planned use of the loan funds (if not included in the Business Plan)

Existing Business Checklist

- Business Federal Income Tax Returns – Last 3 years
- Business Financial Statements (Balance Sheet and Profit & Loss Statement) – Last 3 years
- Year-to-Date Financial Statements
- Business Debt Schedule (link to form)
- Personal Federal Income Tax Returns – Last 3 years
- Personal Financial Statement (link to form)
- Articles of Incorporation/Organization
- Detailed breakdown of planned use of the loan funds

After the initial review by a Commercial Lender and depending on the type of financing requested, you may be asked to submit additional information, including but not limited to:

- Accounts Receivable Aging and/or Accounts Payable Aging Reports
- Collateral Description and Detail
- Budget
- Proof of Owner Equity
- Proof of Insurance