



Business Loan Checklist

- Personal Background Information
 - Legal Name

 - Government Issued Identification
 - Current Address and Previous Address
 - Criminal Background Check
 - Personal Financial Statement

- Resume
 - Educational Background
 - Industry Experience

- Business Plan
 - Projected Financial Statements w/ Profit & Loss
 - Balance Sheet

- Personal Credit Report
 - Equifax
 - Experian
 - Trans Union



Business Credit Report

- Business Equifax
- Business Experian
- Dunn & Bradstreet

Personal Income Tax Returns

- Past 3 years
- W-2s/1099s
- Current Paystub

Business Tax Returns

- Past 3 years
- Quarterly financial statements
- Past 3 Years Financials w/ year-to-date

Bank Statements

- Personal Account for the past 60 days
- Business Account for the past 60 days

Collateral

- Titles (Vehicles & Equipment)
- Deeds (Real Estate)
- Pending Invoices/Receivables



Business Documentation

Business Name _____

Organization Structure

(Sole Prop, Partnership, LLC, S-Corp, C-Corp)

Business Address

Owners of the Business

Tax identification number

Business licenses and registrations required to conduct business

Articles of Incorporation

Operating Agreement

Copies of contracts with third parties

Commercial leases

Occupational Tax Certificates