



Business Loan Application Checklist

The following checklist outlines the basic items and information needed to apply for a business loan. Additional documentation may be requested during the underwriting process as a result of information contained in the documents provided. We will need information about yourself and any other owners or authorized signers for your business.

All applicants need to provide the following information:

- ☐ Name, address, phone number, social security number, date of birth and mother's maiden name for each applicant.
- ☐ A valid drivers license (or government issued identification) for each applicant.
- ☐ Legal documentation that shows when the company was formed, the Employer Identification Number (EIN) or tax identification number registered to your business and resolution showing authorized signers.

Information required by business type:

Sole Proprietorships

- ☐ Certificate of Assumed Name (if applicable)

Limited Liability Companies (LLC)

- ☐ Articles of organization
- ☐ Certificate of organization

Corporations

- ☐ Articles of incorporation filed with the state
- ☐ Certificate of incorporation
- ☐ Corporate by laws (if applicable)
- ☐ IRS letter of non-profit designation (if applicable)

Partnerships and Limited Liability Partnerships (LLPs)

- ☐ Partnership agreement
- ☐ Statement of Qualifications filed with State Filing Office

Information required for the application:

- ☐ Complete copies of bank statements (for all your accounts), or statements verifying any other assets being used for qualification purposes, covering the last two (2) months. Please provide all pages.
- ☐ If a sole proprietor, most recent three (3) years personal tax returns including all schedules. Also provide a copy of your Profit and Loss Statement through the most recent quarter/year.
- ☐ If a business other than a sole proprietor, complete copy of Corporate, S-Corporation, or Partnership tax returns for the last three (3) years, including all schedules and signed by a company officer.
- ☐ Last three (3) years of financial statements.
- ☐ Personal financial statements of last three (3) years for all guarantors and owners with greater than 20% ownership.

