



Business Loan Preparation Checklist

Here's a list of documents your loan officer will need from you at the initiation of the loan application process.

- Company organizational documents.
 - If corporation – articles of incorporation and operating agreement;
 - If LLC – articles of organization and operating agreement,
 - If Partnership – copy of partnership agreement

- If an existing business:
 - Company financial statements for the last three years, including balance sheet, income statement, and asset depreciation schedule.
 - Most recent monthly or quarterly balance sheet and income statement
 - Business tax returns from the last three years.
 - One year projections if the loan request is to expand the business, to start a new business or start a new line of business.

- For each of the principals involved:
 - Current personal financial statements on each principal.
 - Three years of personal tax returns on all principals in the business.
 - Ensure that principal owners of the business are prepared to guarantee the loan.
 - Copy of photo ID (Drivers license)

- Present names and contact information for borrower's accountant and attorney.