

# Business Loan Checklist

## 1. Business Name

\_\_\_\_\_

Legal Structure (Sole Prop, LLC, Corp) \_\_\_\_\_

## 2. Owner/Guarantor Name(s)

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

## 3. Owner/Guarantor Percentages

a. \_\_\_\_\_ %    c. \_\_\_\_\_ %

b. \_\_\_\_\_ %    d. \_\_\_\_\_ %

## 4. Business Description

What is the purpose of the business? \_\_\_\_\_

What product(s) do you sell? \_\_\_\_\_

\_\_\_\_\_

What service(s) do you provide? \_\_\_\_\_

\_\_\_\_\_

How long have you been in business? \_\_\_\_\_

Loans with other banks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 5. Loan Request Information

Purpose/use of funds: \_\_\_\_\_

Loan amount requested: \$ \_\_\_\_\_

Requested repayment period: \_\_\_\_\_

Term Note – down payment amount: \$ \_\_\_\_\_

Down payment source: \_\_\_\_\_

## 6. Collateral Information

Describe: \_\_\_\_\_

\_\_\_\_\_

## 7. Insurance

Company Name: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Policy #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## 8. Payoff Information (if refinancing debt from another bank)

Financial Institution: \_\_\_\_\_ Acct. #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Collateral Securing Loan: \_\_\_\_\_

## 9. Existing/Proposed Deposits:

Personal: \$ \_\_\_\_\_

Business: \$ \_\_\_\_\_

## 10. Business Request Documentation (Check all applicable)

- Completed and signed personal financial statement on all > 20% owners/guarantors
- Minimum two years SIGNED financial statements (either tax return, business statements or both)
- Most recent Business Interim Statement, signed
- Minimum two years SIGNED tax returns on all > 20% owners/guarantors (with K-1's)
- Equipment invoice on all loans to purchase equipment
- Minimum two years tax returns of business to be acquired on loans for purchase of an existing business
- A/R and A/P Agings
- Balance sheet information if not disclosed on any of the statements provided

## 11. Nonprofit Request Documentation

- Two years of financial statements
- Most recent business interim statement

## 12. Church/Synagogue/Religious Organization Request Documentation

- Age of church: \_\_\_\_\_  Number of giving units: \_\_\_\_\_
- Copy of minutes from congregational meeting authorizing the borrowing of funds
- Two years of financial information

