

BUSINESS BANKING LOAN CHECKLIST

FROM YOUR BUSINESS

Business Banking Loan Application signed and dated

Business Debt Schedule signed and dated

Prior three years federal tax returns, including K-1's and all schedules

If you have not filed your 2022 tax return, also provide a 2022 fiscal year-end financial statement

If you have filed a 2022 tax return extension, also provide a copy

Fiscal year 2023, latest month-end, year-to-date Balance Sheet and Profit & Loss statement

Ownership verification of business entity. Example: Articles of Incorporation or Organization, By Laws, Operating Agreement, Partnership Agreement(s)

Previous two months of business bank deposit statements

COMMERCIAL REAL ESTATE LOAN REQUESTS (*)

Purchase Agreement

Copy of leases & all amendments

Property operating statement

Construction contract

Rent roll

TERM LOANS AND LINES OF CREDIT (*)

Purchase Orders

Accounts receivables aging

Accounts payables aging

NON PROFITS(*)

Budget

Number of Giving Units

List of top 5 donors

National / Parent Affiliation

List of authorized signers

(*) As applicable

IF YOUR BUSINESS HAS BEEN IN EXISTENCE FOR LESS THAN 3 YEARS

Business Plan

Projections with assumptions

FROM EACH INDIVIDUAL OWNER (>20%) / GUARANTOR

Personal Financial Statement for each owner / guarantor (to include Schedule of Real Estate Owned, if applicable)

Prior three years federal tax return for each owner / guarantor, including K-1's and schedules

Management experience of key leaders

UPON ACCEPTANCE OF TERMS (SUBJECT TO APPROVAL)

IRS 4506-T form, one for each borrower and guarantor, completed, signed and dated

Evidence of insurance

Environmental Questionnaire