

# SBA Loan Application Checklist

## Business and Project Information

ITEMS NEEDED    ITEMS COMPLETED

Business Information and History form  
Project Specific Information

## Business Financial Information (from applicant business and business being acquired, if applicable)

ITEMS NEEDED    ITEMS COMPLETED

Three (3) years of federal business tax returns for the applicant business  
Current (dated within 90 days) interim financials – balance sheet, profit & loss, and AR/AP agings  
Business Debt Schedule (matching date & amount on current balance sheet)  
4506-T Request for transcript of federal tax returns

## Affiliated Businesses Information (if principal owns a controlling interest of 20%+ in other businesses)

ITEMS NEEDED    ITEMS COMPLETED

Three (3) years of federal personal tax returns (include all schedules)  
Current (dated within 90 days) interim financials – balance sheet, profit & loss, and AR/AP agings  
Business Debt Schedule (matching date & amount on current balance sheet)  
4506-T Request for transcript of federal tax returns

## Personal Financial Information (required for all 20%+ owners of applicant business)

ITEMS NEEDED    ITEMS COMPLETED

Three (3) years of federal personal tax returns (include all schedules)  
4506-T Request for transcript of federal tax returns  
Personal Financial Statement – SBA form 413; signed by spouse, if applicable  
Attestation Statement  
Statement of Personal History – SBA form 912; see attached  
Management Resume, Resume or Curriculum Vitae

## Required by the USA PATRIOT Act (required of all 20%+ owners of applicant business)

### For U.S. citizens, a copy of one of the following:

ITEMS NEEDED    ITEMS COMPLETED

Legible copy of State Driver's License, Passport, ID or Alien Registration Card (if not U.S. citizen)

## Project Specific Items (include as applicable)

ITEMS NEEDED    ITEMS COMPLETED

Real estate purchase: purchase contract or letter of intent, past/most recent appraisal and environmental reports, if available  
Business acquisition: purchase contract or letter of intent, 4506-T signed by seller  
Debt refinance: copy of notes to be refinanced  
Start up business: business plan & projected income statement: monthly for first year and annualized for second year  
Construction project: contractor bids with project cost breakout  
Equipment purchase: Copy of Purchase Order/Invoice OR description of equipment to be purchased with an estimate of the cost

## Miscellaneous Needed Items

ITEMS NEEDED    ITEMS COMPLETED

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### When complete:

- If you have the full version of Adobe Acrobat software, you can save a completed electronic copy to your files (note: this feature is not available with Adobe Acrobat Reader)
- Print a hard copy (2 copies if you cannot save an electronic copy - one for your files and one to submit)
- Sign all required signature lines