



PREPARE FOR YOUR LOAN APPLICATION

Prior to applying for a small business loan, take a look at this checklist to make sure you have all documents gathered.

- Government-issued ID for each borrower
- Pay stub(s): as many as three from most recent months may be required from all jobs of each borrower
- Proof of any other verifiable source of income: benefit letter for Social Security/disability/child support, signed lease agreements for rental income, retirement income, etc.
- Personal bank statements: as many as three from most recent months may be required (*include all pages—even if blank—for all accounts*)
- Business bank statements: as many as three from most recent months may be required (*include all pages—even if blank—for all accounts*)
- Business tax return(s): as many as three from most recent years may be required
- Personal tax return(s): as many as three from most recent years may be required
- Year-to-date profit and loss statement (for existing businesses)
- Projections (*new business only*)

These will be required, our lending specialists can help prepare or coach you through the completion of these:

- Schedule of business assets (*a template will be provided*)
- Personal financial statement (*a template will be provided*)
- Business plan for new businesses less than six months old (*email wbc@cfra.org for a template*)
- Copy(s) of title(s) for any vehicles to be pledged as collateral
- Copy of a recent appraisal or tax assessment for any property to be pledged as collateral
- Business lease agreement (*if applicable*)
- Purchase agreement—signed or draft (*if applicable*)
- Business debt schedule (*a template will be provided*)

