



STANDARD DOCUMENTS REQUIRED

Financial Documentation Required

- BUSINESS INCOME STATEMENT AND BALANCE SHEETS (3 YEARS)
- INTERIM BUSINESS INCOME STATEMENT AND BALANCE SHEET (90 DAYS OR NEWER)
- CASH FLOW PROJECTIONS – 2 YEAR PRO-FORMA (PROJECTIONS)
- BUSINESS TAX RETURNS - (3 YEARS)
- PERSONAL TAX RETURNS - & W-2'S (3 YEARS)
- ACCOUNTS PAYABLE & RECEIVABLES; (IF APPLICABLE)
- 60 DAYS COMPLETE PERSONAL BANK STATEMENTS
- PERSONAL FINANCIAL STATEMENT
- BUSINESS DEBT SCHEDULE
- DETAILED DESCRIPTION OF BUSINESS ASSETS WITH ESTIMATED VALUES
- ESTIMATED PROJECT COSTS-USE OF PROCEEDS
- SCHEDULE OF COLLATERAL

Non-Financial Documentation Required

- BUSINESS PLAN, REQUIRED FOR ALL START UPS (NEW BUSINESSES)
- BUSINESS EXECUTIVE SUMMARY (EXISTING BUSINESSES}
- RESUME
- COPY OF SOCIAL SECURITY CARD
- COPY OF STATE ISSUED ID/ DRIVERS LICENCE
- OCCUPATIONAL LICENSES CITY/COUNTY
- CURRENT CORPORATE FILING
- COPY OF SOCIAL SECURITY CARD
- COPY OF LEASE AGREEMENT; (IF APPLICABLE)
- NEW AND/OR EXISTING CONTRACTS (IF APPLICABLE)
- ARTICLES OF INCORPORATION/BYLAWS (IF APPLICABLE)
- COPY OF BUSINESS INSURANCE (IF APPLICABLE)
- COPY OF WORKER'S COMP INSURANCE (IF APPLICABLE)
- COPY OF LIFE INSURANCE POLICY (IF APPLICABLE)
- SBA REQUIRED DOCUMENTS (IF APPLICABLE)