



Pennsylvania Catalyst Loan Fund Application Checklist

Applicant Name:

GENERAL INFORMATION

- Signed SSBCI Privacy Notice Act and Privacy Act Statement from borrower
- PCLF loan application Form
- SSBCI Demographics related information form
- Current resumes or CV's for all business owners
- Copies of sales agreements, quotes, estimates and/or invoices to support project costs *(If loan funds are to make purchases like real estate, furniture, equipment, inventory, or to do renovations)*
- Examples of marketing or informational materials for the operating business

BUSINESS FINANCIALS

- Full copies of the 2022 and 2023 federal tax returns for the business including all schedules
- Year to date profit and loss statements for the business *(Covering the time period from the end of your last filed tax return & do not need to be accountant prepared)*
- A balance sheet on the business as of the same date as the year-to-date profit and loss statement
- The attached schedule of loans and leases for any business debt *(Do not include personal debt unrelated to the business or building/facility leases)*

FOR START-UP, RECOVERING OR EXPANDING BUSINESSES

- A detailed business plan (see our Resource page for a guide and example business plan)
- Two years' financial projections with the first year prepared on a month-by-month basis

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PERSONAL FINANCIALS - For each person owning 20% or more of the business

- Personal Information Questionnaire
- Personal Finance Statement Form (*If married, complete joint with both signatures. This does not obligate your spouse to guarantee the loan but allows us to consider other household income and assets as part of the decision process*)
- Full copies of the 2022 and 2023 federal tax returns for all business owners including all schedules and K-1's

AFFILIATED BUSINESS FINANCIALS –

- Last two years financial statements for all related businesses regardless of location (*Full federal return required*)