

CHECKLIST

GENERAL INFORMATION

- Signed SSBCI Privacy Notice Act and Privacy Act Statement from borrower*
- PCLF Loan Application Form*
- SSBCI Demographics Information Form*
- Current resumes or CV's for all owners
- Copies of sales agreements, quotes, estimates and/or invoices to support project costs
- Examples of marketing or informational materials for the operating business

BUSINESS FINANCIALS

- Last 2 years tax returns for the business *(Full federal return required)*.
- Year to date profit and loss statements *(Covering the time period from the end of your last filed tax return, internally prepared accepted)*
- A balance sheet on the business as of the same date as the year-to-date profit and loss statement
- Schedule of Loans and Leases for any debt your business owes *(Do not include personal debt unrelated to the business)**
- Business Plan *(For those in business less than 2 years)*
- 3 years profit and loss projections

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

- Personal Information Questionnaire*
- Personal Finance's 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)*
- Last 2 years of personal tax returns *(Full federal return required)*

AFFILIATED BUSINESS FINANCIALS - *For each person owning 20% or more of the business*

- Last 2 years tax returns for any other business in which you own 20% or more *(Full federal return required)*

*Attached