



Business Lending Getting Started Checklist

Sole Proprietorship

- Business license/trade name statement
- Last fiscal year end financial statement
- Current business financial statements (balance sheet/profit & loss)
- Last three years tax returns
- Last three months bank statements

Partnership

- Partnership Agreement
- Most recent 3 years fiscal year end partnership financial statements (if applicable)
- Most recent 3 years fiscal year end income tax returns (if applicable)
- Current interim partnership financial statements (balance sheet/profit & loss)
- Individual owner(s) information for each general partner
- Last three months bank statements on partnership accounts

Limited Liability Company (LLC)

- Operating Agreement
- Most recent 3 years fiscal year end LLC financial statements (if applicable)
- Most recent 3 years fiscal year end LLC income tax returns (if applicable)
- Current interim corporate financial statements (balance sheet/profit & loss)
- Individual owner(s) information for each member/managing partner
- Last three months bank statements on business accounts

Sub Chapter S Corporation

- Articles of Incorporation
- Corporate by-laws
- Most recent 3 years fiscal year end corporate financial statements (if applicable)
- Most recent 3 years fiscal year end income tax returns (if applicable)
- Current interim corporate financial statements (balance sheet/profit & loss)
- Individual owner(s) information for each major stockholder
- Last three months bank statements on corporate accounts

Individual Owner(s)

- Personal Financial Statement and Application
- Most recent 3 years Personal Income Tax Returns (with K-1 attached when applicable)
- Last three months bank statements