

# SBA LOAN APPLICATION CHECKLIST

Please use the following checklist to gather information needed from you to apply for an SBA loan.

## BUSINESS FINANCIAL INFORMATION

**First National Bank SBA Loan Application (form)**

**Debt Schedule** for company (form)

**Organizational documents** (Articles of Incorporation, Bylaws, Operating/Partnership Agreement, etc.)

**Business tax returns** for the last 3 years

**4506-T request** for transcript of tax returns (form)

**Interim Financial Statement** (Income Statement and Balance Sheet not more than 60 days old)

**Affiliate(s) business tax returns** for the last 3 years

**Affiliate(s) current Income Statement and Balance Sheet**

**Pro-Forma/Projections** (1–3 years)

**Accounts Receivable and Payables** (not more than 30 days old)

**Equipment List (form)** – include serial number or specific description for items over \$5,000)

**Lease agreement** (SBA will likely require a lease plus options equal to the SBA term)

**Franchise agreements** (if applicable)

**Other:** \_\_\_\_\_

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**Other:** \_\_\_\_\_

## PERSONAL INFORMATION *(for all guarantors and owners with greater than 20% ownership in the company)*

**SBA Form 1919 (form)**

**Personal Financial Statement (form)** – not more than 90 days old)

**Debt Schedule (form)**

**Federal and state income tax returns** for the last 3 years

**K-1 schedules** for the last 3 years

**Life insurance** (SBA will likely require life insurance on key personnel/owners)

(continued)

# SBA LOAN APPLICATION CHECKLIST (continued)

## DEBT REFINANCE

**Copies of promissory notes** to be refinanced and related **security and guaranty documents**  
(include a copy of the most recent loan statement or payoff statement)

## FOR NEW BUSINESS *(start up or business acquisition)*

**Business plan** for new business

**Purchase Agreement** pertaining to the loan request

**Proof of capital injection** (include 2 most recent bank statements, copies of cancelled checks with paid invoices, gift letters – whichever is applicable)

### **Seller's financials**

**Tax returns** for the last 3 years

**Business fiscal year Financial Statements** (including Income Statement and Balance Sheet for the last 3 years)

**Accounts Receivable and Payable** (not more than 60 days old)

**Cash flow projections** (month to month for 1 year)



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