

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: _____

Other: _____

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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