



## Documentation required for loan requests >\$25K

### Personal documentation required from each Guarantor and/or CoSigner

- Copy of Driver's License
- Borrower Information Form
- Personal Financial Statement
- 3 months personal bank statement
- Last 3 years tax returns (with all schedules, w2, and/or K-1)
- Verification of any personal income (most recent paystub, annual benefits letter, etc.) if applicable

### Business documentation required

- Business Plan with 3 years projections (for businesses in operations less than 2 year)
- 15% owner's equity injection (for businesses in operations less than 2 year)
- Copy of governing documents (Filing with Secretary of State or County)
- Tax ID
- List of Collateral
- 3 years business financials (P&L and Balance Sheet)
- Last 3 years tax returns (with all schedules)
- YTD business financials (P&L and Balance Sheet)
- Lease agreement (if applicable)
- Detailed breakdown use of funds
- Verification for use of loan proceeds (Quotes, Sales Order, Purchase agreements, etc)
- Business Debt Schedule
- Lease agreement if applicable
- 3 months business bank statements

## Documentation required for loan requests < \$25K

### Personal documentation required from each Borrower and Guarantor

- Copy of Driver's License
- Borrower Information Form
- Personal Financial Statement
- 3 months personal bank statement
- Last 3 years tax returns (with all schedules, w2, and/or K-1)
- Verification of any personal income (most recent paystub, annual benefits letter, etc) if applicable

### Business documentation required

- Business Plan with 2 years projections (for business in operations less than 2 year)
- 15% owner's equity injection (for businesses in operations less than 2 year)
- Copy of governing documents (Filing with Secretary of State or County)
- Tax ID
- List of Collateral
- Last 2 years tax returns (with all schedules)
- 3 years business financials (P&L and Balance Sheet)
- YTD business financials (P&L and Balance Sheet)
- Lease agreement (if applicable)
- Detailed breakdown use of funds
- Business Debt Schedule
- 3 months business bank statements

\*\*\*Additional information may be required.\*\*\*