

SBA LOAN APPLICATION CHECKLIST

This checklist has been provided to assist you through your process of assembling the necessary materials to expedite your loan request.

Forms to be completed:

- Coulee Bank SBA Applicant's Information Form** (You may get this from your Business Banker)
- Form 1919** (found on the Coulee Bank SBA Lending webpage) *Required for each owner, officer, director or key employee*
- Personal Financial Statement** (found on the Coulee Bank SBA Lending webpage) *Not more than 60 days old*

Please provide the following information for all SBA loans:

- Business Financial Information** *Complete federal tax returns with all schedules for the past 3 years, income statement, balance sheet, accounts payable & receivables (if applicable) not more than 60 days old*
- Articles of Organization** *Incorporation, Assumed Name Statement, Business License, Partnership Agreement, Articles of Organization or trust (whichever is applicable)*
- Affiliate Business Tax Return & Financial Statements** *Income statement, balance sheet, accounts payable & receivables (if applicable), and complete federal income tax returns will all schedules for the past 3 years*
- Franchise Agreements, License Agreements, Dealer Agreements or other agreements** (if applicable) *Required when the relationship provides a product of service that is critical to the Small Business Applicant's business operation*
- Fixed Asset Listing** Including serial number or specific description for items over \$5,000
- Personal Financial Information on each individual owning 20% or more of the business** *Complete federal tax returns with all attached schedules for the past 3 years*

Please provide the following additional information for the specific purposes indicated below:

Debt Refinance

- Copies of Promissory Notes to be Refinanced and related Security & Guaranty documents** *Please also include a copy of the most recent loan statement or payoff statement for each loan.*

For New Businesses (Start-up or Business Acquisition)

- Business Plan** *Management analysis, marketing plan, cash flow projections in a month-to-month format and start-up expenses*
- Proof of Capital Injection** *Include 2 most recent bank statements showing source of the equity, copies of cancelled check with paid invoices, whichever is applicable.*
- Purchase Agreement with all schedules (Business Acquisition Only)**
- Seller's Financial Information (Business Acquisition Only)** *Seller's Tax Returns for the past 3 years and income statement, balance sheet, accounts payable & receivables (if applicable) not more than 60 days old*

Note that SBA will likely require life insurance on key personnel. Also required will be a copy of lease showing lease term (or options) equal to the term of your SBA loan. Please discuss with your Business Banker.