

**INFORMATION NEEDED
FOR A
LOAN PACKAGE**

1. Loan Application - Attach a complete description of loan purpose
2. Personal Financial Statement - For each principal
3. Personal Tax Returns - 3 years for each principal
4. Business Financial Statements - 2 years (if available) plus YTD
 - a. Include a complete list of all business assets
 - b. Balance Sheet and Profit & Loss Statements (Year-end and Year- to- date)
 - c. Current Accounts Receivable and Accounts Payable Aging Statements
5. Business Tax Returns - 3 years (if available)
6. *Business Plan* - 3 years - Pro forma if a new business
 - Income Statement (Profit & Loss statement)
 - a. First year by month
 - b. Second & third year by quarter
 - Cash Flow Summary
 - a. First year by month
 - b. Second & third year by quarter
7. Application Fee - **\$250.00**

Other information as required.

* A business plan precisely defines your business, identifies your goals and serves as your firm's resume. Its basic components include a current and pro forma balance sheet, an income statement and a cash flow analysis. It helps you allocate resources properly, handle unforeseen complications, and make the right decisions. Because it provides specific and organized information about your company and how you will repay borrowed money, **a good business plan is a crucial part of any loan package.** Additionally, it can tell your sales personnel, suppliers and others about your operations and goals.