

# Business Loan Preparation Checklist

**Here's a list of documents your loan officer will need from you at the initiation of the loan application process.**

**Company organizational documents.**

- If corporation – articles of incorporation and operating agreement;
- If LLC – articles of organization and operating agreement,
- If Partnership – copy of partnership agreement

**If an existing business:**

- Company financial statements for the last three years, including balance sheet, income statement, and asset depreciation schedule.
- Most recent monthly or quarterly balance sheet and income statement
- Business tax returns from the last three years.
- One year projections if the loan request is to expand the business, to start a new business or start a new line of business.

**For each of the principals involved:**

- Current personal financial statements on each principal.
- Three years of personal tax returns on all principals in the business.
- Ensure that principal owners of the business are prepared to guarantee the loan.  
Copy of photo ID (Drivers license)

**Present names and contact information for borrower's accountant and attorney.**