



SBA Loan Application Checklist

1. SBA Loan Application – To begin the process, you will need to complete an SBA loan application form.

- Application for Business Loan - SBA Form 1919

2. Personal Background and Financial Statement – To assess your eligibility, the SBA also requires you complete the following forms:

- Statement of Personal History - SBA Form 912
- Personal Financial Statement - SBA Form 413
- Request for Transcript of Tax Return- Form 4506-T

3. Business Financial Statements – To support your application and demonstrate your ability to repay the loan, prepare and include the following financial statements:

- Profit and Loss (P&L) Statement and Balance Sheet– This must be current within 90 days of your application. Also include supplementary schedules from the last three fiscal years.
- Projected Financial Statements- month by month, for one year

4. Ownership and Affiliations – Include a list of names and addresses of any subsidiaries and affiliates, including concerns in which you hold a controlling interest and other concerns that may be affiliated by stock ownership, franchise, and proposed merger or otherwise with you.

5. Business Certificate/License/Franchise Documents (if applicable) – Your original business license or certificate of doing business.

6. Income Tax Returns – Include signed personal and business federal income tax returns of your business' principals for previous three years.

7. Business Plan –Include an executive summary, company description, market analysis, organization and management, service or product line, marketing & sales, funding request, three-year financial projections, and resumes for each principal.

8. Business Lease – Include a copy of your business lease, or note from your landlord, giving terms of proposed lease.

9. If you are purchasing an Existing Business – The following information is needed:

- Current balance sheet and P&L statement of business to be purchased
- Previous three years federal income tax returns of the business
- Signed form 4506 T signed by seller
- Purchase Agreements/ Proposed Bill of Sale including terms of sale with schedule of inventory, machinery and equipment, furniture and fixtures