

This checklist is a guide for the initial documents we will need to move you through the loan process. Depending on the type of loan you receive, additional documents may be needed. If you don't have certain documents or financials, our team can help you find the best route forward.

## Financial Documents

- ❑ Past 2 years complete personal tax returns for each owner
- ❑ Past 2 years complete business tax return for each business you are an owner in
  - *Tip: If business tax returns from the most recent year are not completed, then a Balance Sheet and Profit and Loss report for the corresponding year can be used.*
- ❑ Year-to-date balance sheet, and profit and loss report for the current year
- ❑ 12-month business cash flow projections (24 months if start-up or seasonal business)
  - [Download our cash flow template here](#)
- ❑ Business Debt Schedule
  - [Download SBA form here](#)

## Personal Documents

- ❑ Resumes for each business owner
- ❑ Copy of driver's licenses for each business owner
- ❑ Authorization to pull credit for all owners
  - [Download EFund Credit Authorization Form](#)
- ❑ Personal Financial Statement (PFS) for each business owner
  - The PFS is a document completed during your online loan application.

## Business Documents

- ❑ Business plan if business is less than 2 years old
- ❑ Business summary of management & operations if business is more than 2 years old
- ❑ What will the loan be used for? (ex. equipment, business or building)
  - Please detail the items being purchased
  - Provide copy of purchase agreement (if applicable)
- ❑ Lease for business space (if you are leasing)
  - *Tip: The lease term should match the term of the requested loan.*
- ❑ Articles of Organization or Incorporation, or Certificate of Assumed Name
- ❑ Employer Identification Number (EIN) certificate
  - [You can create an EIN here](#)
- ❑ Operating Agreement or By Laws:
  - What is this? A document showing who has authorization to sign for a loan, this can be obtained through [Legal Zoom](#).
  - *Tip: An Operating Agreement is for an LLC while By Laws are for an S-corporation*
- ❑ Voided check for the business, or a letter on bank letterhead stating the following:
  - Business name, account number, routing number, and bank wire number.
- ❑ Make sure your business is registered with the Secretary of State.
  - MN: <https://www.sos.state.mn.us/>
  - WI: <https://onestop.wi.gov/>
- ❑ Register your business for a Unique Entity ID (UEI): <https://sam.gov/content/duns-uei>
  - The UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov.