



## Business Loan Application Checklist

### Start-up Business

*(Includes businesses that have not filed three full years of tax returns)*

- Business Plan
    - Five Years of Financial Projections: Years one through three by month, years four and five by month or year
    - Background/Resume of owners/management
    - Starting Balance Sheet
    - Business Concept, Competition Analysis, etc.
  - Federal Business Tax Return for all years filed, if applicable – all pages, schedules, statements, etc.
  - Interim Balance Sheet and Income Statement, if applicable
  - Accounts Receivable Aging, if applicable
  - Accounts Payable Aging, if applicable
  - Two years of Federal Personal Tax Returns for each owner/guarantor – all pages, schedules, statements, etc.
  - Personal Financial Statement for each owner/guarantor\*  
*\*If the owner / guarantor is married and offering an individual guarantee (versus a joint guarantee with the spouse), all joint assets must be excluded from the assets listed on the personal financial statement with the exception of the primary residence which may be listed. All joint debts must be included as liabilities on the personal financial statement, as each individual is liable.*
  - Copies of most recent bank and/or brokerage statements *(for non-BOAA accounts)*
  - Detail of any outstanding business debts: lender, amount, repayment terms, collateral
  - Detail of collateral being offered to secure the loan request
  - Explanation of where the owner's equity will come from
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### Established Business

- Three years of Federal Business Tax Returns – all pages, schedules, statements, etc.
- Interim Balance Sheet and Income Statement
- Accounts Receivable Aging, if applicable
- Accounts Payable Aging, if applicable
- Two years of Federal Personal Tax Returns for each owner/guarantor – all pages, schedules, statements, etc.
- Personal Financial Statement for each owner/guarantor\*  
*\*If the owner / guarantor is married and offering an individual guarantee (versus a joint guarantee with the spouse), all joint assets must be excluded from the assets listed on the personal financial statement with the exception of the primary residence which may be listed. All joint debts must be included as liabilities on the personal financial statement, as each individual is liable*
- Copies of most recent bank and/or brokerage statements *(for non-BOAA accounts)*
- Detail of any outstanding debts: lender, amount, repayment terms, collateral
- Detail of collateral being offered to secure the loan request

**Please Note:** *Additional information will be requested as necessary during the loan application process.*