









Small Business Loan Application Checklist

This checklist has been provided to assist you through the process of gathering the necessary information to expedite your loan request. Complete information will be necessary to process your loan application. Items with the  are required to be completed separately from each principal of the business.

Information to be provided:

- 1. **Applicant's Information Sheet** (2 pages)
- 2.  **Management Resume(s)** (3 pages) – Complete for all principals (20% or greater ownership).
- 3.  **Statement of Personal History (SBA Form 912)** - Complete for all principals (as described in #2 above).
- 4.  **Personal Financial Statement(s)** (2 pages) - Complete the SBA form for each guarantor and/or principal as defined in item #2 above. If company is a general partnership, all general partners must complete. All statements are to be dated the same date, not over 60 days old.
- 5. **Business History** (2 pages) - Complete forms and please include any brochures, advertising material and/or printed history of business (if available).
- 6. **Business Debt Schedule** - This schedule must be dated the same as the Interim Balance Sheet requested in #16 below and reflect all outstanding liabilities as shown in the Interim Balance Sheet. Provide copies of all notes which are to be refinanced (if applicable).
- 7. **Aging of Accounts Receivables and Payables** - Complete if applicable. This form must be dated the same as the Interim Balance Sheet requested in #16 below and reflect the accounts receivables and payables balances as shown on the Interim Balance Sheet.
- 8. **IRS Form 4506-T "Request For Transcript of Tax Return Form"** - signed by an authorized representative of the subject business entity. *(Not required for a sole proprietorship).*
 -  **IRS Form 4506-T's "Request For Transcript of Tax Return Form"** - from each principal and spouse as defined in #2 above *(Do not use titles.)*
 - IRS Form 4506-T (Business Acquisition Only)** - from seller of business.
- 9. **Projected Operating Statement** (if applicable).
- 10. **Assumptions to Projections**
- 11.  **Authorization to Obtain Credit Information** - Please have each individual sign and date this authorization.
- 12.  **Immigration and Naturalization Authorization (non U.S. Citizen only)**

In addition, please provide the following:

- 13. **Business Financial Statements and Tax Returns** - Income statements, balance sheets, accounts payable and receivables (if applicable), and tax returns for the prior three fiscal year-ends. *After photocopying financial statements and tax returns, re-sign in blue ink and affix current date.*
- 14. **Affiliate Information** - Income statement, balance sheet, accounts payable and receivable (if applicable), and tax return of the most current fiscal year-end. After photocopying financial statements, re-sign in blue ink and affix current date. An affiliate is considered to be a person or company with a financial stake in the applicant concern that influences, controls or has the ability to influence or control the business or the applicant or that of a related entity.
- 15. **Interim Business Financial Statement** - Income statement and balance sheets not more than 60 days old.
- 16.  **Personal Tax Returns** - Complete federal tax returns and all attached schedules for the past three (3) years on each individual defined in #2 above. After photocopying tax returns, re-sign with blue ink and affix current date.
- 17. **Debt Refinance Transactions** – Submit copy of Note(s) to be refinanced.
- 18. **Business Acquisition Transactions** – Submit Seller's Business Federal Income Tax Returns for the last three (3) years along with current year-to-date financial statements (if applicable).
- 19. **Purchase Transactions** – Submit Escrow Instructions and/or Buy Sell Agreement.
- 20. **Articles of Incorporation & By-Laws, Fictitious Business Name Statement, Business License, Partnership Agreement, Articles of Organization or Trust** (whichever is applicable).
- 21. **Construction Cost Breakdown, Construction Contract, Copy of Building Plans** (if applicable).
- 22. **Privacy Policy Notice** - Please retain this notice for your records.
- 23. **Other:** _____

Should you have any questions or need assistance, please contact your Pacific Capital Bank Loan Representative.