



## LOAN PACKAGE CHECKLIST

### HOW DO I PREPARE A LOAN PACKAGE?

Whether you are applying for a microloan, SBA loan or a traditional bank loan, similar information is required to complete a loan package. The following list provides a checklist of most requirements for a loan package. For assistance with any of the requirements, please refer to the WBDC Financial Services sheet.

- \_\_\_ Business Plan Narrative  
The business plan narrative identifies the nature of the business and how it will be successful. See the suggested Business Plan Outline attached.
- \_\_\_ Current Income Statement & Balance Sheet  
Not older than 90 days prior to the date the package is submitted.  
Should be included even if the business has been operating only a few months.
- \_\_\_ Cash Flow Projections  
For one year by month. Income and Expenses should be well documented or substantiated. See attachment.
- \_\_\_ Projected Profit and Loss: for two years by year. See attachment
- \_\_\_ Notes to Financial Projections  
Income and expenses in the projections should be discussed in detail. See attachment.
- \_\_\_ Aged Accounts Receivable\*
- \_\_\_ Aged Accounts Payable\*
- \_\_\_ Articles of Incorporation/Assumed Name
- \_\_\_ Resume
- \_\_\_ Personal Financial Statement(s) of all owners (20% or more) and guarantors
- \_\_\_ Credit Report(s) of all owners
- \_\_\_ Personal Income Tax Returns: for past 3 years
- \_\_\_ Business Income Tax Returns: for past 3 years (or fewer years if business less than 3 years old).
- \_\_\_ Information on Business Debts
- \_\_\_ Construction Budget\*
- \_\_\_ Equipment List\*
- \_\_\_ Franchisor Agreement - Uniform Franchise Offering Circular\*

\* If applicable