



Small Business Loan Application Checklist

Personal and Background Information

- Bank Denial Letter if Applicable (For Loans above \$20,000)
- Application Fee (\$75 for Loans \geq \$3,000, or \$25 for loans $<$ \$3,000)
- Driver's License
- U.S. Birth Certificate
- Resume

Application and Financials

- Small Business Loan Application
- Credit Report/Background Check/ECOA Disclosure Forms
- BDF Personal Budget Form
- BDF Personal Financial Statement
- SBA Form 1624
- Pay Stubs or Other Income Proof (Last 2 Months)
- Personal Bank Statements (Last 3 Months)
- Personal Tax Returns (Most Recent 2 Years)

Business Information

For Start-Up Business

- Business EIN
- Breakdown of Funds (Leases, Contracts, Equipment, Invoices, etc.)
- Pitch Deck or Business Plan
- Financial Projections

For Existing Business Only

- Business EIN
- Breakdown of Funds (Leases, Contracts, Equipment, Invoices, etc.)
- Pitch Deck or Business Plan
- Financial Projections
- Profit & Loss Statements (Last 3 Years)
- Balance Sheet (Last 3 Years)
- Cash Flow Statement (Last 3 Years)
- Business Tax Returns (Last 2 Years)
- Business Bank Statements (Last 3 Months)
- Proof of Business Insurance
- DUNS Number
- Indiana Secretary of State - Articles/Certificates/Business Info
- A Summary of Any Business Debt Owed if Applicable