



SBA CAPLines CHECKLIST

Please provide us with the following information and documents:

Prior to Preliminary Approval:

- Business financial statement for the previous 3 years (and for affiliates, if applicable)
- Interim business financial statements (no more than 90 days old) (and for affiliates, if applicable)
- Company federal income tax return for the most recent 3 years (and for affiliates, if applicable)
- History of business, company's website address, and/or marketing brochures
- Personal financial statement for any person owning 20% or more of the company
- Personal federal income tax return for the most recent 3 years for any person owning 20% or more of the company
- A/R aging report, A/P aging report, and inventory report as of the date of the interim business financial statements

After Signing Letter of Interest:

- Projections for coming fiscal year end, including sales, gross profit, and net profit
- Copy of company's legal documents (Articles of Incorporation, By-Laws, and filed Statement of Information within the last year)
- Resume of principals or key employees that take care of ongoing operations
- SBA Form 4 "Application for Business Loan"
- SBA Form 4-A "Schedule of Collateral – Exhibit A"
- SBA Form 159 "Compensation Agreement"
- SBA Form 912 "Statement of Personal History"
- 4506T for company and any person that owns 20% or more of the company
- Certification of financial statement or federal tax return accuracy
- Certification of Disaster Planning
- Immigration verification letter and copy of permanent resident card (if applicable)
- Copy of lease agreement if company stores inventory and leases a warehouse