

COMMERCIAL APPLICATION CHECKLIST

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH YOUR LOAN APPLICATION; HOWEVER, LOAN APPROVAL IS NOT LIMITED TO THE FOLLOWING INFORMATION:

FINANCIAL DOCUMENTATION:

This information is needed for all **Commercial Loan** Requests.

- Provide Minimum of past two year's tax returns
- Copy of current Financial Statement
- Copy of valid state issued Drivers License or State ID
- Copy of Social Security Card

FOR CORPORATIONS PLEASE PROVIDE THE FOLLOWING IN ADDITION TO THE FINANCIAL DOCUMENTATION:

- Copy of Articles of Incorporation
- Copy of Corporate bylaws
- Copy of Corporate Resolution

FOR PARTNERSHIPS PLEASE PROVIDE THE FOLLOWING IN ADDITION TO THE FINANCIAL DOCUMENTATION:

- Copy of Partnership agreement
- Copy of Partnership Resolution of Authority

FOR SOLE PROPRIETORSHIP PLEASE PROVIDE THE FOLLOWING IN ADDITION TO THE FINANCIAL DOCUMENTATION:

- Copy of Assumed Name Certificate
- Copy of EIN Number, if applicable
- Copy of your last two most recent pay stubs showing year to date information
- Completed Cash Flow Summary