

SBA LOAN APPLICATION CHECK LIST

ALL APPLICANTS

All applicants must provide the following information. Please submit all of the documents requested at the same time. Remember to sign and date all documents, and keep a copy for yourself.

- Vectra Bank SBA Loan Application
- Business Profile
- Management Profile
- Personal Financial Statement – U.S. Small Business Administration (SBA) Form 413
(Complete one form for each proprietor, each general partner, each limited partner who owns 20% or more interest, each stockholder who owns 20% or more of the voting stock, or any person or entity providing a guarantee on the loan.)
- Personal Federal Tax Returns – Copies of last 3 years, signed and dated, for individuals owning 20% + of business.
- Articles of Incorporation and By-Laws, or Articles of Organization and Operating Agreement, or Filed Partnership Agreement, as well as the Tax ID Number and verification of Trade Name (if applicable).
- Borrower Information Form (SBA Form 1919) – SBAExpress Loans only
- Statement of Personal History (SBA Form 912) – SBA 7(a) Guaranteed and SBA 504 Loans only

ADDITIONAL INFORMATION

Additional Information. Based on the type of loan request, you will need to provide additional information as indicated.

Requests from Existing Business:

- Balance Sheet and Income Statements – For the last 3 consecutive years, signed and dated.
- Business Tax Returns - For the last 3 consecutive years, signed and dated.
- Interim Business Balance Sheet and Income Statement – Within 60 days, signed and dated.
- Interim Accounts Receivable & Payable Aging Reports – Same date as interims, signed and dated.
- IRS/SBA Form 4506 – Verification of tax information.

Purchase of an Existing Business:

- Purchase Agreement – Signed and dated.
- Balance Sheets and Income Statements – For last 3 consecutive years, signed and dated.
- Interim Business Balance Sheet and Income Statement – Within 60 days, signed and dated.
- Business Tax Returns - For last 3 consecutive years, signed and dated.
- Business Plan
- Monthly Income Statement Projection – For the first 2 years, with supporting assumptions, signed and dated.
- Opening Day Balance Sheet Projection – Signed and dated.
- Statement of Sale – Written statement from seller giving reason for the sale of the business.
- IRS/SBA Form 4506 – Verification of tax information, signed by the seller.

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ADDITIONAL INFORMATION

Purchase of or Current Operator of a Franchise Business:

- Franchise Agreement
- Franchise Offering Circular
- Federal Trade Commission (FTC) Franchise Disclosure Statement

Start-up or Significant Business Expansion:

For businesses less than 24 months old and those that are using the loan proceeds to add a new product line, open a new office, or support a new large contract, etc., please provide the following.

- Monthly Income Statement Projection – For the first 2 years, with supporting assumptions, signed and dated.
- Projected Business Balance Sheet – Start-up only
- Business Plan

Equipment/Fixed Assets to be used for Collateral:

- New Equipment - List of prices/verification of any new equipment to be purchased with loan proceeds.
- Existing Business Assets/Equipment – Itemized list of any existing business assets/equipment with make, model, and serial number (where applicable) for all assets valued over \$500.

Commercial Real Estate Property to be used as Collateral:

- New Construction – Copies of Contractor’s Agreement, Plans and Building Specs.

Real Estate Purchases:

- Real Estate Purchase Contract
- Earnest Money Agreement/Escrow Agreement (if available)

From Affiliate Company:

- Provide the following if any of the owners of the applicant business owns 20% or more of another company.
- Affiliate Company Business Tax Returns – For the last 3 years, signed and dated.
- Affiliate Company Balance Sheets and Income Statements – For the last 3 years, signed and dated.
- Affiliate Company Interim Balance Sheet and Income Statement – Within 60 days, signed and dated.
- Affiliate Company Business Debt Schedule – As of the date of application, signed and dated.

**A VECTRA BANK BUSINESS BANKER CAN ASSIST YOU
COMPLETE THE SBA LOAN APPLICATION PROCESS.**

PLEASE CONTACT YOUR BANKER OR CALL

1-866-4VECTRA

TO FIND A BUSINESS BANKER NEAR YOU.