



SBA CARES Act Loan Checklist

Thank you for your interest in working with us on your business loan. It is our goal to provide you with the highest level of service by answering any questions that you may have. In order to adequately handle our assignment, please provide the information listed below:

- Business tax returns on the company and any additional entities for the last three years
- Personal tax returns for the last three years
- 12/31/19 business company prepared balance sheet and income statement
- Interim financial statement (balance sheet and income statement) less than 90 days old with comparable period last year (balance sheet and income statement)
- Debt schedule, payment must include a breakdown of principal and interest
- Articles of Incorporation and Secretary of State Certificate
- 12 months business bank statements to show mortgage, rent and utility payments (calculate monthly average)
- Payroll reports for the last 12 months including contractors (calculate monthly average)