

COVID-19 LOAN CHECKLIST

Below is the information that you should start gathering NOW to prepare for your loan application.

- A/P, A/R, and invoices from suppliers
- List of assets
- Business tax returns (3 years)
- Personal tax returns (3 years) for all owners (at least 20% ownership)
- Financial statements for your business
- EIN number and documentation showing legal names and structure
- Copies of outstanding notes
- Debt schedules with all outstanding notes
- Copies of monthly utility bills
- Monthly payroll records showing all costs
- Healthcare costs or premium documentation
- Operating agreements, by-laws, other corporate documents
- Information about trademarks or patents that you have
- Written job descriptions
- Copies of licenses or permits
- Insurance policies
- Mortgage or lease agreements
- Inventory records

