3RIVERS®

3riversfcu.org | 260.399.8236

BUSINESS LOAN **CHECKLIST**

Aggregate Loan Requests
$50,000 and higher

Please use this checklist as you prepare the necessary information for your appointment:

- ☐ A completed and signed 3Rivers Federal Credit Union Business Services loan application
- ☐ Copies of filed business tax returns from previous **2 years** (If loan is $200,000 or higher, **3 years**)
- ☐ Year-to-date Balance Sheet and Profit & Loss Statement
- ☐ Copies of filed personal tax returns from previous **2 years** (If loan is $200,000 or higher, **3 years**)
- ☐ A completed and signed Personal Financial Statement
- ☐ A copy of purchase agreement, if applicable

If not checked above, please provide the applicable documents:

- ☐ Articles, Partnership Agreement, or Assumed Business Name Certificate
- ☐ Certificate of Incorporation or Organization
- ☐ Operating agreement or bylaws for the organization
- ☐ IRS tax I.D. number notification or first page of Federal Tax Return

If in business for less than 1 year and/or no tax filings to date:

- ☐ Business Plan with **2 years'** Profit & Loss Projections
- ☐ Year-to-date Balance Sheet and Profit & Loss Statement - Inception through current

Additional information may be required for a final credit decision. Anything less than the above described data may slow the approval and closing process. Should you have any questions, or need clarification, on any of the above information please contact:

Name ______________________ **Office** ______________________

Phone ______________________ **Fax** ______________________