U.S. SBA DISASTER BUSINESS LOAN APPLICATION CHECKLIST

Business Trade Name: ☐

Applicant(s) Names: ☐

Applicant(s) Phone Number(s): ☐

Applicant(s) Email Address: ☐

It is recommended that you have the following information available **(recommended electronic format)** prior to starting the loan application process. Please check the boxes below and return this form to your SBDC advisor when your are ready to begin your application process.

☐ Applicant's Legal Name and Telephone Number

☐ Business Mailing Address

☐ Trade Name and Organization Type (Sole Proprietor, LLC, Corporation, Other)

☐ Federal EIN

☐ Social Security Number for All Applicants / Owners

☐ Date Business Established

☐ Number of Employees

☐ Most Recent / Filed Two Years Federal Tax Returns

☐ Current Personal Credit Report (Annual Credit Report.com)

☐ Profit Loss Statement for 12-month time frame February 1, 2019 - January 31, 2020 (12 months)

☐ 2019 Year-end Profit / Loss Statement (Quickbooks or Accountant)

☐ 2019 Year-end Balance Sheet (Quickbooks or Accountant)

☐ 2020 Year-to-date Profit Loss Statement Ending 2/29/20 (Quickbooks or Accountant)

☐ 2020 Balance Sheet (Run Date 2/29/20) (Quickbooks or Accountant)