



COMMUNITY BANK

Item Checklist for SBA Applications

Each applicant will be subject to individual credit evaluations according to Community Bank standards. The list of items below is general and not specific to any loan program which may require additional information. Business applicant refers to the Limited Liability Corporation (LLC), Corporation, Partnership, Sole Proprietor, and all guarantors requesting financial assistance.

Each Business Applicant should complete the following application documentation:

- *[SBA Form 1919](#) (Borrower Information) – For each “associate” of Business (definition at the top of the SBA form)
- *[SBA Form 912](#) (Statement of Personal History) – Only if questions 17-19 from 1919 form are answered “yes”
- *[SBA Form 413](#) (Personal Financial Statement) - Each principal and spouse owning 20% or more of the business
- *[Resume](#) - Anyone owning 20% or more of the business
- *[Two Year Projected Financials](#) - For *existing* and *newly established* business applicant
- *[IRS Form 4506-T](#) (Request for Transcript of Tax Return) - For *existing* Limited Liability Corporation (LLC), Corporation, Partnership, or Sole Proprietor (Complete Lines 1a., 1b., 3., Signature, Title, and Date as shown on Tax Return)
- *[Business Indebtedness Form](#) - For *existing* business applicant only

*Each form is available at: <http://communitybank.net/sba/>

- If business applicant is an *existing* Limited Liability Corporation (LLC), Corporation, Partnership, or Sole Proprietor, and all guarantors please provide the following:
 - a. Business Tax Returns for the last 3 years (signed and dated)
 - b. Personal Tax Returns for the last 3 years (signed and dated)
 - c. History and Description - Brief history explanation (including length of time in business and ownership)
 - d. Business Financials:
 - i. Balance Sheet (no more than 90 days old; signed and dated)
 - ii. Income Statement (no more than 90 days old; signed and dated)
- If business applicant is a *newly established* Limited Liability Corporation (LLC), Corporation, Partnership, or Sole Proprietor, and all guarantors please provide the following:
 - a. Owner’s Injection
 - b. Business Plan
- If business applicant or principals share any common ownership with another business, please provide the following:
 - a. Business Tax Returns for the last 3 years for each business (signed and dated)
 - b. Balance Sheet (no more than 90 days old) for each business (signed and dated)
 - c. Income Statement (no more than 90 days old) for each business (signed and dated)

Other Items (as they apply)

- Life Insurance
- Lease (proposed)
- Franchise Agreement / Certificate of No Change
- Purchase Agreement
- Purchase Quotes / Construction Estimates
- Articles of Incorporation / Business Agreement
- Plans / Specifications
- Copies of licenses (i.e. Lawyer, Engineer, Doctor, etc.)
- Contracts
- Copy of Driver’s License
- Technical Assistance from SBDC
- Copy of PLR ID/ Visa

All forms are subject to change and / or expire without notice. Visit SBA.gov for additional information.