

BUSINESS LOAN APPLICATION CHECKLIST

- Member Business Loan Application** – dated within the last 30 days
- Personal Financial Statement** – signed and dated within the last 60 days for each principal/owner with 20% or more ownership listed on the application
- Trust Agreement** – if borrower, owner or guarantor is a trust, provide a copy of the complete trust agreement

For Sole Proprietors:

- Personal Tax Returns** – last two (2) years, including all schedules and K-1s

For Corporations, LLCs or Partnerships:

- Personal Tax Returns** – last two (2) years, including all schedules and K-1s for each owner, general partner and/or principal officer with 20% or more ownership
- Audited Business Financial Statements** – last two (2) fiscal years, including all schedules
- Business Tax Returns** – last two (2) fiscal years, including balance sheet and income statement, and all schedules and K-1s

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Entity Documents:

- Sole Proprietorship** – Fictitious Name Statement if in Missouri
- Corporation** – Articles of Incorporation and Certificate of Good Standing
- Partnership** – Partnership Agreement and Certificate of Limited Partnership (if applicable)
- Limited Liability Companies (LLCs)** – Articles of Organization and Operating Agreement
- Non-Profit** – Copy of By Laws

ADDITIONAL APPLICATION REQUIREMENTS

Real Estate Loans:

- Phase I report** (if available)
- Most Recent Appraisal** (if available)
- Insurance Policy** (if available)
- Income Property** – copies of all leases, projected rental income and expenses, and two (2) years tax returns (if property held in separate partnership or corporation)
- Purchase Money Transactions** – copy of purchase agreement

Equipment Loans:

- Used Equipment** – copy of the signed purchase agreement between buyer and seller
- New Equipment** – copy of the invoice or purchase order

Asset Secured Lines and Loans:

- Deposit Secured Loans** – account number, date account opened, maturity date, interest rate and account balance

Note: Tax returns must be signed by owner or stamped by preparer, including preparer's address and Tax ID on standard IRS forms