



**BUSINESS LOAN APPLICATION  
CHECKLIST**  
*Loans / Lines over \$10,000 up to \$25,000*

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Please be sure all of the following documentation has been gathered for loan application processing:

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- Business Loan Application
  
- Personal Financial Statement for each guarantor (may be stated asset and liability information loaded into loan origination system in lieu of signed PFS document)
  
- Two (2) most recent Federal Personal Tax returns with all supporting schedules, signed and dated, for each of the principal owners listed on the Business Loan Application
  
- Two (2) most recent Business Tax returns with all supporting schedules, signed and dated, for an incorporated business
  
- Authorization to borrow