

Small Business Loan Application Decision Documents Checklist

Documents Required to Decision a Loan/Line of Credit Request		
Required Documents	Loan Requests up to \$100,000	Loan Requests from \$100,000 to \$500,000
Personal Tax Return(s)	Most recently filed	Prior 2 Years
Government-Issued Identification (e.g., Driver's License)	✓	✓
Beneficial Ownership Form, as applicable	✓	✓
If tax returns from the most recent Fiscal Year End (FYE) have not yet been filed, then FYE Business Financial Statements, to include Income Statement and Balance Sheet, will be required.	Most Recent FYE	Most Recent FYE
If the Fiscal Year End is More than 90 Days prior to the application date, include the Year-to-Date Income Statement and Balance Sheet	✓	✓
Business Tax Return; include all schedules and K-1s, if applicable	Most recently filed	Prior 2 years

Note: Based on your loan request, additional documents may be required.