

Required Documents for Business Loans

General/Limited Partnership

- Affidavit of Authority
- Signed Business Loan Application
- Partnership Agreement/ filed copy of Certificate of Limited Partnership
- Most recent three years' partnership tax returns (two years for loan requests \$50,000 and under)
- Current interim partnership financial statement
- Three years' personal tax returns from each partner (two years for loan requests \$50,000 and under)
- Proof of Insurance (if applicable)

Sole Proprietorship

- Affidavit of Authority
- Signed Business Loan Application
- Business name/trade name statement
- Most recent three years' business financial statements (two years for loan requests \$50,000 and under)
- Current interim financial statement
- Three years' personal tax returns (two years for loan requests \$50,000 and under)
- Proof of Insurance (if applicable)

Non-profit Organization

- Affidavit of Authority
- Signed Business Loan Application
- Filed copy of Articles of Organization and Bylaws
- Most recent signed Meeting Minutes to include the approval of the subject loan request
- Most recent three years' business financial statement (two years for loan requests \$50,000 and under)
- Tax Form 990 (if applicable)
- Proof of Insurance (if applicable)

Additional Documents for Vehicle Loans

- MSO or purchase contract (if applicable)
- Odometer Reading
- Copy of current vehicle registration
- Title
- Gross Weight

Limited Liability Company (LLC)

- Affidavit of Authority
- Signed Business Loan Application
- Filed copy of Articles of Organization and Operating Agreement
- Most recent three years' LLC tax returns (two years for loan requests \$50,000 and under)
- Current interim company financial statement
- Three years' tax returns from each member (two years for loan requests \$50,000 and under)
- Proof of Insurance (if applicable)

Corporation

- Affidavit of Authority
- Signed Business Loan Application
- Filed copy of Articles of Incorporation and Bylaws
- Most recent three years' corporate tax returns (two years for loan requests \$50,000 and under)
- Current interim corporate financial statement
- Three years' tax returns for each member with $\geq 20\%$ ownership (two years for loan requests \$50,000 and under)
- Proof of Insurance (if applicable)

Other Required Documents (if applicable)

- Copy of driver's license of all guarantors
- Most recent three months bank statements
- Inventory list (e.g., raw materials, work in progress report, finished goods)
- Executed copy of Trust Agreement
- Accounts Receivable and Accounts Payable aging reports