

# Loan and Grant Program Document Checklist



- List of related companies
- List of owners for each company with 20% or more ownership
- Personal financial statement for all owners with 20% or more ownership- [Form 413](#)
- 2010, 2011 and 2012 Federal tax returns for the Operating Company
- Annual projections for the next two years for the Operating Company
- Aging schedule of accounts payable and accounts receivable
- Description of all outstanding long-term debt
- Copy of Picture ID for all owners (driver's license, passport, government photo ID)
- Organizational Documents for the business (certificate of incorporation and by-laws or articles of organization and operating agreement or doing business certificate)
- Signed [4506T](#) Request for tax transcript form for borrower and related companies
- Signed [4506T](#) Request for tax transcript form for owner if sole proprietor or single member LLC
- Brief description of business
- A detailed account of any litigation and/or bankruptcy (including pending)
- The applicant's Minority and Women-Owned Business Enterprise (MWBE) status
- Contact information for applicant's attorney, if applicable, accountant, insurance agent, and bank of account
- Each insurance policy in force on or after October 29, 2012
- All correspondence relating to the insurance policies described in (1) above, including correspondence regarding any claims filed under such insurance policies.
- Description of economic and physical damages that resulted from Hurricane Sandy
- Description of how long following Hurricane Sandy the business was without essential services and for how long the business premises could not be accessed
- Documentation of all assistance, grants or loans received since November 1, 2012
- Current payroll
- Small Business Designation: Documentation that the applicant meets the Small Business Administration's definition of a small business