Loan and Grant Program Document Checklist

Applications

- ☐ Complete and signed application

Personal documents

- ☐ Copy of Picture ID for all owners (driver's license, passport, government photo ID)
- ☐ Personal financial statements of principals
  - List of owners with 20% or more ownership of company
  - Personal financial statement (SBA Form 413) for each individual
  - Credit reports and credit scores for each individual

Business documents

General

- ☐ Organizational documents for the business (certificate of incorporation and by-laws or articles of organization and operating agreement or doing business certificate)

Financial

- ☐ Aging schedule of accounts payable and accounts receivable
- ☐ Cashflow projections for next two years (assistance is available for generating if necessary)
- ☐ Complete 2010, 2011 and 2012 Federal tax returns (or since beginning of operation, if later than 2010)
- ☐ Signed 4506T Request for tax transcript form for borrower and related companies (for each tax year filed since 2010)
- ☐ Signed 4506T Request for tax transcript form for owner if sole proprietor or single member LLC (for each tax year filed since 2010)
- ☐ Documentation of United State of Small Business Administration (SBA) Loan Application Status
- ☐ Documentation of all Hurricane Sandy related loan or grant compensation offered, received, or to be received from government (local, state, or federal) or private sources (banks, credit unions, alternative lenders), and for what the assistance is being/was to be used

Insurance

- ☐ Proof of insurance (where applicable) and all correspondence related to the storm, including correspondence regarding any claims filed under such insurance policies