Micro Loan Document Member Checklist

Information Needed for a Micro Loan Request

Please provide the following items to your loan officer as soon as possible.

- ☐ Legal Entity documents (signed, and with percentage of ownership included)
- ☐ Purchase order or invoice
- ☐ Insurance Declaration Page

Additional information *may* be requested:

- ☐ Personal-Individual Financial Statement
- ☐ Verification of Income
  - ☐ 2 years signed tax returns and YTD
  - ☐ YTD profit and loss statement

- ☐ **All Pages of the Individual Income Tax Returns** - Form 1040 (Two years minimum**)**
  - ☐ **Sole Proprietor**
    - ☐ Schedule C
  - ☐ **LLC**
    - ☐ Schedule C – Business Income or Loss
    - ☐ Schedule E – Rental Real Estate
    - ☐ Schedule F – Farm Income/Loss
  - ☐ **Partnership**
    - ☐ Federal Form 1065 – need two years minimum
    - ☐ All Pages of the Partnership Federal Tax Return, including all K-1 forms
  - ☐ **S-Corporation**
    - ☐ Federal Form 1120S – need two years minimum
    - ☐ All Pages of the S-Corp Federal Tax Return, including all K-1 forms
  - ☐ **C-Corporation**
    - ☐ W-2 and paystubs
    - ☐ If possible, Federal Form 1120 (two years)