

# Bank Checklist

**BUSINESS:**  
**CONTACT PERSON:**  
**ADDRESS:**  
**PHONE:**

**BANK OF ACCOUNT:**  
**ACCOUNT OFFICER:**  
**PHONE:**

- 1 USE-SOURCES**  **Current Business Debt Schedule**  
Existing Business only
- 2 Executive Summary**  
History & Plan, Website Info, Brochure
- 3 Three Year Company Tax Returns and Financial Statements**
- 4 Company In-House Interim Statement for year to date**
- 5 Two to Three Years Projections, Cash Flows & Assumptions**
- 6 Copy of the Purchase Agreement** Survey  
List of Improvements
- 7 List of Equipment existing** List of New Equipment to be purchased
- 8 Appraisal**
- 9 Personal Financial Statement**  
All Owners With 20% Ownership
- 10 Three Years Personal Tax Returns**  
All Owners With 20% Ownership
- 11 Environmental Sheet**
- 12 Data Sheet and Personal Resume & Schedule of Previous Government Financing**  
All Owners With 20% Ownership
- 13 Affiliate Companies**  
All Owners With 20% Ownership
- 14 Franchise Agreement**
- 15 Company Articles & By-Laws**
- 16 Copy of Drivers Licenses**  
All Owners With 20% Ownership