



Commercial Loan Document Checklist

Customer Name _____

Loan Purpose _____

Required Items:

Date Received:

Signed Personal Financial Statement

Tax returns:

 Three years business tax returns

 Three years personal tax returns

Business financial statements (year to date or quarterly):

 Profit and Loss

 Balance Sheet

For a corporation:

 Articles of Incorporation

 By-Laws

For a limited liability company:

 Articles of Organization

 Operating Agreement

Banking Center Number _____

Employee _____

Additional comments :
