SBA Documentation Needed:

-- NEXT STEPS --

1. *Corporate Information*
	* State-approved Articles of Incorporation.
	* 501(c)(3) determination letter from the IRS.
	* Name and Address of potential Signers for the Good Faith Certificate (Loan).
2. *Financial Information*
	* Internal Financial Statements (whatever you have)
		+ Balance Sheet - December 31, 2019
		+ Income Statement - Jan 1, 2019 - Dec 31, 2019
3. *Bank Information*
	* Where do you have your banking relationship?
	* Is your bank an approved SBA Lender?
	* Do you want to use your current operating bank or another suggested bank?
	* Provide a voided check where the funds should be deposited.
4. *Payroll information*:
	* 2019 Quarterly Federal Tax Filings (941’s)
	* All W2s issued in 2019
	* All 1099s issued in 2019
	* For the period of 3/1/2019 - 2/29/2020, summarized by employee (csv or .xlsx format):
		+ Payroll Register
		+ Employer portion of Healthcare Insurance
		+ Employer portion of retirement benefit
		+ State or local taxes assessed and paid