***NOTICE****: The following has been provided by WBA committee and section volunteers for use by member banks.   
It should be reviewed and revised as appropriate to the user-bank’s own policies, procedures, and practices.*

**New Customer Information Checklist**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DBA (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
|  | **Needed** | **Completed** |
| **Business and Project Information** | | |
| Business and information and history |  |  |
| Project details and requested sources/uses |  |  |
| **Business Financial Information** (from applicant business and business being acquired, if applicable) | | |
| Most recent three (3) years federal business tax returns |  |  |
| Interim financials within 60 days – balance sheet, profit & loss,  aging AP & AR |  |  |
| Two years projected income statement with assumptions |  |  |
| Business debt schedule |  |  |
| IRS 4506 request for transcript (if considering SBA options) |  |  |
| **Personal Information** (required for all 20% or more owners of applicant business) | | |
| Most recent three (3) years of federal personal tax returns (include schedules) |  |  |
| Personal financial statement |  |  |
| Management resume, resume, or curriculum vitae |  |  |
| Legible copy of state driver’s license, passport, ID, alien registration card  NOTE: Required by U.S. Patriot Act |  |  |

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|  | **Needed** | **Completed** |
| **Project Specific Items** | | |
| Real Estate Purchase | | |
| Offer to purchase or letter of intent |  |  |
| Most recent appraisal (if available) |  |  |
| Environmental report (if available) |  |  |
| Business Acquisition | | |
| Purchase contract or letter of intent |  |  |
| IRS 4506 signed by seller (if considering SBA options) |  |  |
| Debt Refinance | | |
| Copy of note(s) to be refinanced |  |  |
| Startup Business | | |
| Business plan |  |  |
| Month to month projection for first year |  |  |
| New Construction | | |
| Contractor bids |  |  |
| Architecture drawings |  |  |
| Project cost breakdowns |  |  |
| Equipment Purchase | | |
| Copy of purchase order/invoice or description of equipment to be acquired with an estimate of cost |  |  |
| Other: | | |
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**SBA – Character Questions for Owners of Applicant Business**

Unless stated otherwise, if an of the questions below are answered “Yes”, please provide details on a separate sheet.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Questions** | | |
| Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction? |  |  |
| Have you been arrested in the last six (6) months for any criminal offense? |  |  |
| For any criminal offense – other than a minor vehicle violation – have you ever: 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgement)? |  |  |
| Are you presently suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency? |  |  |
| If you are a 50% or more owner of the Small Business Applicant, are you more than 60 days delinquent on any obligation to pay child support arising under an administrative order, court order, repayment agreement between the holder and a custodial parent, or repayment agreement between child support the holder and a state agency providing enforcement services. |  |  |
| Are you a U.S. citizen or have lawful permanent resident status. Lawful Permanent Resident Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If not a U.S. citizen or lawful permanent resident, country of citizenship: \_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Do you have any ownership in other businesses which would be defined as an Affiliate (below)? (If “Yes”, attach a listing of all businesses and your ownership percentage or position in the business.)  **Affiliation** – Concerns and entities are affiliates of each other when one controls or has the power to control the other, or a third party (or parties) controls or has power to control both. For example, affiliation may arise through ownership, common management (including through a management agreement), or when there is an identity of interest between close relatives with identical, or substantially identical, business interests). |  |  |
| Have you, or any business you controlled, ever filed for bankruptcy protection? |  |  |
| Are you, or any business you control, presently involved in any legal action (including divorce)? |  |  |
| Have you, or any business owned or controlled by you, ever obtained a direct or guaranteed loan from SBA or any other Federal agency or been a guarantor on such a loan (this includes student loans)? If “Yes”, is any of the financing currently delinquent? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If “Yes”, did any of this financing ever default and cause a loss to the government? \_\_ |  |  |

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| **Applicant Business Information** | | | |
| Name | | DBA (if possible) | |
| Structure | | Year Founded | Franchise |
| Address | | | |
| City | State | Zip | |
| Primary Contact | | Phone | |
| E-Mail | | Website | |
| Accountant | Attorney | Insurance | |

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| **Applicant Business Ownership Structure** | | |
| Name | Position/Title | % Ownership |
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Does the Applicant Business or its Ownership own 20% or more of another business?

If yes, please provide the following details:  
Name of Affiliate/Subsidiary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Employees: \_\_\_\_\_\_\_\_

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| --- |
| **Business Background** |
| Brief History |
| Current Product/Services |
| Competition |
| Geographic Area Served |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Business Debt Schedule** | | | | | | | | | |
| Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| As of last financial statement or tax return dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| *This schedule should include business notes or loans only, including capital leases. Do not list trade payables or accrued liabilities.* | | | | | | | | | |
| Creditor/ Bank | Account Number | Original Balance | Original Date | Present Balance | Interest Rate | Monthly Payment | Maturity Date | Collateral Security | Current or Delinquent |
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