

Checklist of Documents Required

Information Needed by the Credit Union for the Application of Sole Proprietor/Self Employed		
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1)	Copies of 2019 schedule C, schedule SE, and supporting 1099's	<input type="checkbox"/>
2)	Copies of bank statements for January through March 2020	<input type="checkbox"/>
3)	Copies of profit and loss statements for 2019	<input type="checkbox"/>
4)	If you haven't filed your 2019 taxes, you must still complete these tax documents and provide them along with your 2018 tax documents.	<input type="checkbox"/>

Information Needed by the Credit Union for the Application of a Business		
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1)	Copies of payroll tax reports filed with the IRS (including Forms 941, 940, state income and unemployment tax filing reports) for the entire year of 2019 and first quarter of 2020 (if available) should be presented.	<input type="checkbox"/>
2)	Copies of payroll tax reports for each pay period for the preceding 12 months. Such report should include gross wages including PTO (which might include vacation, sick, and other PTO). This includes payroll reports through the pay period preceding the origination of the SBA Loan.	<input type="checkbox"/>
3)	Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the immediately preceding 12 months prior to the date of the SBA loan origination. Copies of the monthly invoices should suffice.	<input type="checkbox"/>
4)	Documentation of all retirement plan funding by the employer for the immediately preceding 12 months. Copies of the work papers, schedules and remittances to the retirement plan administrator should be sufficient.	<input type="checkbox"/>

You must establish a business savings account and need to provide either DBA papers or LLC, PLLC or corporation documents.