



SBA Team
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Thank you for your inquiry about our Bank's SBA loan program. To expedite our process of handling your loan application and closing needs, please provide us with the following documents checked below at the earliest convenience.

▪ **Application (forms included)**

- Shinhan Bank America Credit Application
- Authorization to Release Information
- Personal Profile
- Document Verification Request (USCIS Form G-845)
- Personal Financial Statement (joint statement must have spouse's signature on form) (each officer, each owner(s) 20% or more, guarantors, must also complete this form)
- Form 4506 – Signature only! (must have separate form signed by Seller, Buyer and any affiliates for tax verification purposes)
- Personal Budget Analysis
- Estimated Income & Expense (projections)
- Business Debt Schedule
- Schedule of Collateral (provide serial #'s on equipment that had an original value of \$5,000 or more)
- Environmental Questionnaire

▪ **Financial Information (as applicable)**

- For an existing business (refinancing, purchasing equipment/ inventory and working capital)
 - Interim Balance Sheet and Income Statement (within 60 days old)
 - Three (3) years Business Tax Return (provide the last 3 completed years)
 - Affiliate Balance Sheet/Income Statement
 - Three (3) years Tax Returns on Affiliates
- Purchase of an Existing Business (includes business assets)
 - Seller's Interim Balance Sheet/Income Statement (within 60 days old)
 - Seller's three (3) years Business Tax Returns
- Start-up Business
 - Current Business Plan (should include Cash Flow Projections)
 - Pro-Forma Balance Sheet – as of opening day (include cash injection on balance sheet)

▪ **Additional information (if applicable)**

- Three (3) years Personal Tax Returns
- Copy of Purchase Contract (Buy/Sell Agreement) with borrower as purchaser
- Lease Agreement/Assignment of Lease
- Business License (including sales tax license; liquor license; any other license issued for business operations)
- Franchise Agreement and Uniform Franchise Offering Circular (UFOC)
- Evidence of funds available for cash injection requirement (2 consecutive bank statement).
- Accounts Receivable and Accounts Payable Aging (totals should match Interim Balance Sheet)

▪ **Entity Structure (as applicable)**

- Sole Proprietorship (Trade Name Certificate issued by Department of Revenue)
- Partnership (Partnership Agreement; Certificate as to Partners indicating 100% ownership)
- Corporations (Articles of Incorporation; Bylaws; Corporate Minutes; Corporate Resolution; Certificate of Good Standing)
- LLC (Articles of Organization; Operating Agreement; Certificate as to Managers indicating 100% ownership)