

Loan Information Requirements

Data therein and attached is confidential and should be used only by the employees, staff and loan committee and the board of directors of ECDI. Original documents are kept for permanent retention in Loan Applicant's File.

BUSINESS NAME:		
APPLICATION:	YES	NO
1. Micro Loan Application, including the following:		
Micro Loan Application – completed by all borrowers		
Micro Loan Rates and Fees Disclosure Statement		
Child Support Form – all borrowers are required to complete this form individually		
Business Job Creation Report		
Personal Financial Statements – joint with spouse if applicable		
IRS Form 4506-T (for loan requests over \$50,000)		
Debt Schedule		
Collateral Schedule (SBA Form 4)		
Sources and Uses of Funds Worksheet		
Copies of ID's & Social Security cards for all borrowers		
2. \$25.00 Non-Refundable Fee <i>Per Borrower</i>		

BUSINESS PLAN AND SUPPORTING DOCUMENTATION:		
3. Business Plan / Executive Summary		
4. Cash-Flow Projections & Assumptions		
5. Financial Statements (Existing Businesses); YTD Income Statement, Balance Sheet, AP/AR		
6. Tax Returns - Business (3 years) – Existing Businesses		
7. Proof of Equity Injection (minimum 10% of project cost)		

ADDITIONAL PERSONAL FINANCIAL DOCUMENTATION:		
8. If employed – 2 most recent pay stubs		
9. Tax Returns – Personal (3 years)		

LEGAL DOCUMENTATION:		
10. Secretary of State Filing and Operating Agreement (if multi-member LLC)		
11. Secretary of State Filing, By-Laws, Director list, Officer list, Shareholder list (if C-Corp)		
12. Secretary of State Filing, Shareholder list, Form 2553 filing verification (if S-Corp)		
13. Lease Agreement or draft thereof		

MISCELLANEOUS DOCUMENTATION:		
14. Evidence of Insurance with ECDI listed as LOSS PAYEE (once approved for loan)		
15. Evidence of EIN		
16. DUNS # – Apply at: http://fedgov.dnb.com/webform/ (choose Applying for Federal Funding to receive DUNS # within 2 days)		