

We recommend that the prospective applicants **Start Now** to assemble their documents required for the loan app, thus getting a head start on "Step two" in the loan review process.

Below is the list of ten documents the prospect applicants should assemble and scan to prepare for uploading them into the EIDL website.

Plus the **five required SBA documents** (in English & Spanish):

1. IRS Form 4506-T
2. Personal Financial Statement (SBA Form 413)
3. Schedule of Liabilities & Fixed Assets (SBA Form 2202)
4. Monthly Sales (SBA Form 1368)
5. Home Loan (SBA Form 5c), if applicable NOTE: To access each form, press Ctrl button and double click with cursor. The document may appear behind the email message. Recommend to first "Save" each relevant document and fill in thereafter.

Other helpful documents should include:

1. Corporate governance documents; e.g., Articles of Incorporation, Articles of Organization (for LLC), or Registration of Sole Proprietorship
2. Written narrative statement justifying the nature and scope of economic injury and how/why nature of business was adversely impacted by the Coronavirus (one page/no more than two), such as loss of revenues, cancelled contracts, interrupted supply chain, etc., that resulted in economic injury
3. Current Accounts Payable and Accounts Receivable Aging as of date of filing for the loan
4. Three (3) years' 1040 Federal Income Tax Returns for the business & owners
5. Three (3) years' company FYE Income Statement and Balance Sheet and latest YTD Financial Statements (Company prepared is acceptable)
6. Company and Owners' Debt Schedule Tables [e.g., Lender, original loan amt., date, current balance, interest rate (F or V?), collateral, purpose of loan, guarantors, status (e.g., current or past due with explanation) per row in table]
7. Monthly (reasonably detailed) two (2) years' cash flow projections
8. Three (3) years' Monthly Sales History up to date of filing for loan
9. Current copies of owners' credit reports from the three (3) credit bureaus with explanations for any negative reports
10. Required SBA Forms (of all Owners, Co-owners & Principals owning 20% or more of the small business): IRS Form 4506-T, Personal Financial Statement (only on SBA Form 413), Schedule of Liabilities and Fixed Assets (SBA Form 2202), Monthly Sales (SBA Form 1368), Home Loan (SBA Form 5c):Links are as follows below, English & Spanish (press/hold Ctrl button and double click cursor). NOTE: Form may appear behind the email.

We will be available to assist in completing the applications and provide the documentation required for the applications process. Please email Sam Davis at sam@venturefinancialgrp.com for help to get started.