



SBA 7(a) Loan Application Checklist



NOTE: Our application form is a "Fillable PDF" for you to complete on your computer.

Application Forms to Complete:

<u>Status:</u>	<u>Page</u>	
_____	2	• Business Information Form
_____	4	• Project Cost Breakdown form: ◦ <i>Provide amounts by type of cost, and for the sources of Equity Injection (down payment).</i>
_____	5	• Business Schedule of Liabilities ◦ <i>For your business and/or a business you are acquiring.</i>
_____	6	• Personal Information form (answers to questions for SBA Form 1919 - Borrower Information): ◦ <i>Each 20% + owner must fill out this form.</i>
_____	7	• Authorization to Release Information/PATRIOT Act Compliance: ◦ <i>A separate form must be signed and dated by each 20%+ owner (and their spouse).</i>
_____	8	• Personal Financial Statement (PFS) form: ◦ <i>A separate form must be completed by each 20%+ owner.</i> ◦ <i>If married, to be completed as a Joint PFS with your spouse.</i>
_____	14	• Personal Income & Expenses Analysis form ◦ <i>A separate form must be completed by each 20%+ owner.</i> ◦ <i>If married, to be completed as a Joint form with your spouse.</i>
_____	15	• Personal Resume for each 20% or more owner: ◦ <i>Only fill out this form if you don't have a resume to provide to us.</i>

If Real Estate is Being Leased, We Need:

- _____ • Draft copy of lease, or executed copy of lease.
- _____ • Site description of property being used for project.
- _____ • Describe type and number of units being considered for this project.

If Real Estate is Owned, We Need:

- _____ • Copy of purchase documents for subject property.
- _____ • Copy of most recent tax bill.
- _____ • Site description of property being used for project.
- _____ • Describe type and number of units being considered for project.
- _____ • Phase 1 Environmental Report (Questionnaire)

If Real Estate is Being Purchased, We Need:

- _____ • For a Purchase, a Signed Letter of Intent (LOI) or Purchase Agreement.
◦ *If not yet signed, provide Purchase Price, and whether there will be any Seller financing.*
- _____ • Address of the property, and if RE Broker is involved, a copy of the Listing Package.
- _____ • Copy of current Real Estate tax bill.
- _____ • Complete our Environmental Questionnaire (see separate PFD provided).

Other Borrower Information We Need:

- _____ • Business Tax Returns for the last 3 years.
- _____ • Interim Financial Statements (Balance Sheet and Income Statement) less than 60 days old.
- _____ • Each 20%+ Owner need to provide the following:
 - Copies of Personal Form 1040 tax returns (all pages) for last 3 years.
 - Color copy of Driver's License.
 - If not a US Citizen, color copy of Permanent Resident Card (both sides)
- _____ • The following are required for Start-up Businesses:
 - Business Plan
 - 3-Year Profit & Loss Projections - 1st year monthly, and yearly for the 2nd & 3rd years.
 - Written Assumptions for the Projections.
- _____ • If any of the 20%+ owners of the business own 50% or more of another business, we need copies of the last 3 years of the business tax returns (all pages) and a Business Debt Schedule for each business.

*****Additional Information may be needed to complete an SBA loan application.*****



Business Information

Company Name: _____ DBA (if applicable) _____

Business Site Address _____ Nature of Business _____

Tax ID Number _____ Telephone _____ E-mail _____

Type of Entity: Corporation Partnership Sole Proprietor LLC Other: _____

Does the business operate under a franchise or licensing agreement? If yes, provide copy of the agreement. Yes No
Does the business have any dealer, retailer, or management agreements? If yes, provide copy of the agreement. Yes No

OWNERSHIP & MANAGEMENT

Name	Title	Sex	% Ownership	Email

See Attachment for full CapTable

HISTORY/BACKGROUND OF BUSINESS

Describe the company/business (past and present, type of business)

Describe your products and/or services (how does the company generate revenue)

How do you market your products/services?

Describe your customers (who? Market segment? Key customers?)

List key suppliers/vendors

List at least three major competitors (how does your business differ from theirs?)

What is the size (SF) of your current facility? _____ How many locations do you currently have? _____

How will this loan benefit the company?

Describe your management team and key employees

Is the business now (or to be) located in leased or owned space?

Leased Now Will be leased
Owned Now Will be owned

*If leased, please provide a copy of the lease agreement

Job Creation (if any)

What is the current number of full-time employees? _____

What is the current number of part-time employees? _____

What will be the number of full-time employees (after the loan) _____

What will be the number of part-time employees (after the loan) _____



Project Cost Breakdown



ESTIMATED PROJECT COSTS

Land Acquisition.....	\$ _____
New Building Construction.....	\$ _____
Construction Contingency (5-10%).....	\$ _____
Business Acquisition.....	\$ _____
Land and Building Acquisition.....	\$ _____
Building or Leasehold Improvements/Repairs/Renovations.....	\$ _____
Acquisition of Machinery/Equipment.....	\$ _____
Acquisition of Furniture/Fixtures.....	\$ _____
Inventory Purchase.....	\$ _____
Working Capital (including Accounts Payable).....	\$ _____
Refinancing existing business debt.....	\$ _____
Other Cost (_____).....	\$ _____
	\$ _____
TOTAL ESTIMATED PROJECT COSTS.....	\$ _____
LESS OWNER'S EQUITY TO BE INJECTED.....	\$ _____
LESS SELLER CARRY-BACK (If Applicable).....	\$ _____
TOTAL LOAN REQUESTED FOR PROJECT.....	\$ _____

EQUITY INJECTION

Amount of Capital Injection: \$

Personal Sources

Cash/Savings:	\$ _____
IRA Liquid Value, if any:	\$ _____
Stocks (to be liquidated):	\$ _____
Home Equity:	\$ _____
Credit Card Advance:	\$ _____
Loan from Relative or Others:	\$ _____
Other (please name): _____	_____
Other (please name): _____	\$ _____

Business Sources

Cash/Savings:	\$ _____
Sales of Assets:	\$ _____
Other (please name): _____	\$ _____
Other (please name): _____	\$ _____

TOTAL \$ _____



Business Schedule of Liabilities



Please list all existing business debts. This section requires more detail than found on many CPA-prepared financial statements and is a critical part of the information we analyze. Please take appropriate care when completing this section.

Entity Name _____

As of (Date) _____

NAME OF CREDITOR	ORIGINAL AMOUNT	LOAN DATE	PRESENT BALANCE	RATE OF INTEREST	MONTHLY PAYMENT	MATURITY DATE	COLLATERAL	TO BE REFINANCED Y/N
TOTAL PRESENT BALANCE <i>Should match balance shown on current financial statement</i>				TOTAL PAYMENTS				

The information listed in the above schedule is a supplement to your Balance Sheet, and should balance to the liabilities presented on that form. ***Please date and match this form to the liabilities listed on your Interim Balance Sheet.**

***If the business has obtained a PPP or EIDL loan, regardless if forgiveness is expected, you must include the debt information above.**

Name (PLEASE PRINT)

SIGNATURE

DATE



Personal Information



*All applicants with 20% or more ownership of the company or real estate must complete this form.

Name _____ Spouse Name (if applicable) _____

Home Address: _____

E-mail _____ Telephone _____

Do you own or control any other businesses? If yes, please provide details on a separate sheet. YES NO

Disclosures

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1 Are you a United States Citizen?
If you are NOT a citizen, are you a legal permanent resident? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Have you been arrested in the past six months for any criminal offense? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Is the Applicant or any Associate of the Applicant presently incarcerated, on probation, on parole, or presently subject to an indictment for a felony or any crime involving or relating to financial misconduct or a false statements? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Do you currently have any federal debt? (SBA loans, student loans, and/or disaster loans?) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 Have you or your company defaulted, settled or compromised a government loan, federal taxes, or otherwise caused an agency of the government to sustain a loss? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Have you been involved in bankruptcy or insolvency proceedings? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 Is the applicant or affiliate presently involved in ANY kind of pending/active legal action, including divorce, or have any insurance claims filed against them? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 Has the applicat been suspended, debarred, or declared ineligible from doing business with the federal governemnet? | <input type="checkbox"/> | <input type="checkbox"/> |

***If questions 2–8 are answered “YES” please provide details on a separate sheet.**



Authorization

TO RELEASE INFORMATION
PATRIOT ACT COMPLIANCE



I/We hereby authorize the release to Community Bank & Trust ("CB&T") and/or assigns and the U.S. Small Business Administration (SBA) (collectively) any and all information CB&T and/or assigns may require at any time for any purpose related to our credit application and/or loan transaction with CB&T and/or assigns.

I/We hereby authorize CB&T to release any and all information and/or data (including but not limited to personal and/or business financial statements, personal and/or business income tax returns, payment and/or credit history) to any entity CB&T deems necessary for any purpose related to our credit application/loan transaction with CB&T and/or assigns.

I/We hereby acknowledge that all loan approvals will be in writing and subject to the terms and conditions set forth in the Loan Authorization issued by the U.S. Small Business Administration.

IMPORTANT INFORMATION

Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who applies for credit.

Request for ID: To comply with the USA PATRIOT Act, we request that a legible copy of an unexpired government issued photo Identification (ID) document be returned with this application for each individual applicant, guarantor or company owner. Acceptable types of ID include: (1) US State Drivers License; (2) State ID card; (3) Military ID card; (4) Passport; or (5) US Alien Registration card.

_____ APPLICANT (ENTITY)	BY _____	EIN _____	
_____ GUARANTOR (PLEASE PRINT)	_____ GUARANTOR SIGNATURE	_____ SOCIAL SECURITY #	_____ DATE OF BIRTH
_____ GUARANTOR (PLEASE PRINT)	_____ GUARANTOR SIGNATURE	_____ SOCIAL SECURITY #	_____ DATE OF BIRTH
_____ GUARANTOR (PLEASE PRINT)	_____ GUARANTOR SIGNATURE	_____ SOCIAL SECURITY #	_____ DATE OF BIRTH
_____ GUARANTOR (PLEASE PRINT)	_____ GUARANTOR SIGNATURE	_____ SOCIAL SECURITY #	_____ DATE OF BIRTH

In conjunction with your loan application, CB&T is required by federal regulation to obtain a written statement from individuals expressing their intent to apply for joint credit. Please sign below to acknowledge your intent.

We intend to apply for joint credit.

_____ CO-APPLICANT/CO-GUARANTOR (PRINT)	_____ CO-APPLICANT/CO-GUARANTOR SIGNATURE	_____ SOCIAL SECURITY #	_____ DATE OF BIRTH
_____ CO-APPLICANT/CO-GUARANTOR (PRINT)	_____ CO-APPLICANT/CO-GUARANTOR SIGNATURE	_____ SOCIAL SECURITY #	_____ DATE OF BIRTH

Please return a copy of this disclosure with a legible copy of requested ID for each individual applicant, guarantor, company owner, or co- applicant (as applicable).



PERSONAL FINANCIAL STATEMENT

U.S. SMALL BUSINESS ADMINISTRATION

The purpose of this form is to collect information about the Business Applicant and its owners' financial condition. SBA uses the information required by this Form 413 as one of a number of data sources in analyzing the repayment ability and creditworthiness of an applicant for an SBA loan or, with respect to a surety bond, to assist in recovery in the event that the contractor defaults on the contract. SBA also uses the information to assess whether an individual meets the economic disadvantage threshold for the Women-Owned Small Business (WOSB) Program and the 8(a) Business Development (BD) Program. Submission of this information is required as part of your application for assistance. Failure to provide the information would impact the agency's decision on your application.

To complete this form

- 1) Check all that apply.
- 2) Complete the form in its entirety (attached a separate sheet, if necessary)
- 3) Review the applicable certifications and sign (spousal signature, if required)

<input type="checkbox"/> 7(a) loan / 504 loan / Surety Bonds Complete this form for: (1) each proprietor; (2) general partner; (3) managing member of a limited liability company (LLC); (4) each owner of 20% or more of the equity of the Applicant; and (5) any person providing a guaranty on the loan (including the assets and liabilities of the owner's spouse and any minor children). Return completed form to: For 7(a) loans: the Lender processing the application for SBA guaranty For 504 loans: the Certified Development Company (CDC) processing the application for SBA guaranty For Surety Bonds: the Surety Company or Agent processing the application for surety bond guarantee
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<input type="checkbox"/> Disaster Business Loan Application (Excluding Sole Proprietorships) Complete this form for: (1) each applicant; (2) each general partner; (3) each managing member of a limited liability company (LLC); (4) each owner of 20% or more of the equity of the Applicant business; and (5) any person providing an unlimited guaranty on the loan. Return completed form to: Disaster Processing and Disbursement Center at 14925 Kingsport Road, Fort Worth, TX 76155-2243 or FAX to 1-202-481-1505 or disasterloans@sba.gov
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<input type="checkbox"/> Women Owned Small Business (WOSB) Federal Contracting Program This form must be completed by each individual claiming economic disadvantage in connection with the SBA's Women-Owned Small Business (WOSB) Federal Contracting Program. A separate form must be completed by the individual's spouse, unless the individual and the spouse are legally separated. Use attachments if necessary. Each attachment must be identified as a part of this statement and signed. In addition, each individual claiming economic disadvantage must update the form as changes arise, but at least annually, to ensure the information is current, accurate and complete. SBA's regulations state that to be considered economically disadvantaged for purposes of the WOSB Program, a woman must have an adjusted gross income averaged over the three prior fiscal years of \$350,000 or less; less than \$6 million in the fair market value of all her assets (to include her primary residence and value of the business concern); and less than \$750,000 in personal net worth (excluding equity interest in her personal residence and ownership interest in the business, and funds invested in a retirement account that are unavailable until retirement age). 13 C.F.R. §127.203. The information contained in this form must be submitted and certified through beta.certify.sba.gov

<input type="checkbox"/> 8(a) Business Development Program 8(a) applicants must show that 51% of the firm is owned by one or more individuals determined by the SBA to be socially and economically disadvantaged. The information contained in this form must be submitted by each socially and economically disadvantaged individual using their one time 8(a) eligibility to qualify this firm for 8(a) certification. If married, the spouse must complete a separate SBA Form 413, except when the individual and the spouse are legally separated. If separated, provide copy of separation document. SBA's regulations state that to be considered economically disadvantaged for purposes of the 8(a) Business Development Program, an individual must have an adjusted gross income averaged over the three prior fiscal years of \$350,000 or less; less than \$6 million in the fair market value of all assets (to include primary residence and value of the business concern); and less than \$750,000 in personal net worth (excluding equity interest in the personal residence and ownership interest in the business, and funds invested in a retirement account that are unavailable until retirement age). 13 C.F.R. §124.104. Note: Please complete this form with Personal Information not Business Information and divide all jointly owned assets and liabilities, as appropriate with spouse or others. The information contained in this form must be submitted and certified through certify.sba.gov . For additional information go to: http://www.sba.gov/8abd

Name	Business Phone (xxx-xxx-xxxx)
Home Address	Home Phone (xxx-xxx-xxxx)
City, State, & Zip Code	
Business Name of Applicant/Borrower	
Business Address (if different than home address)	
Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> S-Corp. <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor (does not apply to ODA applicant)	

This information is current as of [month/day/year]
 (within 90 days of submission for 7(a)/504/SBG/ODA/WOSB or within 30 days of submission for 8(a) BD)

WOSB applicant only, Married Yes No

ASSETS (Omit Cents)	LIABILITIES (Omit Cents)
Cash on Hand & in banks..... _____	Accounts Payable..... _____
Savings Accounts..... _____	Notes Payable to Banks and Others..... _____ (Describe in Section 2)
IRA or Other Retirement Account..... _____ (Describe in Section 5)	Installment Account (Auto)..... _____ Mo. Payments _____
Accounts & Notes Receivable..... _____ (Describe in Section 5)	Installment Account (Other)..... _____ Mo. Payments _____
Life Insurance – Cash Surrender Value Only..... _____ (Describe in Section 8)	Loan(s) Against Life Insurance..... _____
Stocks and Bonds..... _____ (Describe in Section 3)	Mortgages on Real Estate..... _____ (Describe in Section 4)
Real Estate..... _____ (Describe in Section 4)	Unpaid Taxes..... _____ (Describe in Section 6)
Automobiles..... _____ (Describe in Section 5, and include Year/Make/Model)	Other Liabilities..... _____ (Describe in Section 7)
Other Personal Property..... _____ (Describe in Section 5)	Total Liabilities..... _____
Other Assets..... _____ (Describe in Section 5)	Net Worth..... _____
Total _____	Total <u>2,429,000</u> Must equal total in assets column.

Section 1. Source of Income.	Contingent Liabilities
Salary..... _____	As Endorser or Co-Maker..... _____
Net Investment Income..... _____	Legal Claims & Judgments..... _____
Real Estate Income..... _____	Provision for Federal Income Tax..... _____
Other Income (Describe below)..... _____	Other Special Debt..... _____

Description of Other Income in Section 1 (Alimony or child support payments should not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income)

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as part of this statement and signed.)

Names and Addresses of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as part of this statement and signed.)

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Real Estate (e.g. Primary Residence, Other Residence, Rental Property, Land, etc.)			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and, if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and, if delinquent, describe delinquency.)

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Section 6. Unpaid Taxes. (Describe in detail as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities. (Describe in detail.)

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies – name of insurance company and Beneficiaries.)

I authorize the SBA/Lender/Surety Company to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness.

CERTIFICATION: (to be completed by each person submitting the information requested on this form and the spouse of any 20% or more owner when spousal assets are included)

By signing this form, I certify under penalty of criminal prosecution that all information on this form and any additional supporting information submitted with this form is true and complete to the best of my knowledge. I understand that SBA or its participating Lenders or Certified Development Companies or Surety Companies will rely on this information when making decisions regarding an application for a loan, surety bond, or participation in the WOSB or 8(a) BD program. I further certify that I have read the attached statements required by law and executive order.-

Signature _____

Date _____

Print Name _____

Social Security No. _____

Signature _____

Date _____

Print Name _____

Social Security No. _____

NOTICE TO 7(a) LOAN, 504 LOAN AND SURETY BOND APPLICANTS: CRIMINAL PENALTIES AND ADMINISTRATIVE REMEDIES FOR FALSE STATEMENTS:

Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of your loan or surety bond application. A false statement is punishable under 18 U.S.C. §§ 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. § 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally-insured institution, a false statement is punishable under 18 U.S.C. § 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000. Additionally, false statements can lead to treble damages and civil penalties under the False Claims Act, 31 U.S.C. § 3729, and other administrative remedies including suspension and debarment.

NOTICE TO DISASTER BUSINESS LOAN APPLICANTS: CRIMINAL PENALTIES AND ADMINISTRATIVE REMEDIES FOR FALSE STATEMENTS:

Whoever wrongfully misapplies the proceeds of an SBA disaster loan shall be civilly liable to the Administrator in an amount equal to one-and-one half times the original principal amount of the loan under 15 U.S.C. § 636(b). In addition, any false statement or misrepresentation to SBA may result in criminal, civil or administrative sanctions including, but not limited to: 1) fines and imprisonment, or both, under 15 U.S.C. § 645, 18 U.S.C. § 1001, 18 U.S.C. § 1014, 18 U.S.C. § 1040, 18 U.S.C. § 3571, and any other applicable laws; 2) treble damages and civil penalties under the False Claims Act, 31 U.S.C. § 3729; 3) double damages and civil penalties under the Program Fraud Civil Remedies Act, 31 U.S.C. § 3802; and 4) suspension and/or debarment from all Federal procurement and non-procurement transactions. Statutory fines may increase if amended by the Federal Civil Penalties Inflation Adjustment Act Improvements Act of 2015.

NOTICE TO APPLICANTS OR PARTICIPANTS IN THE WOSB FEDERAL CONTRACTING PROGRAM: CRIMINAL PENALTIES AND ADMINISTRATIVE REMEDIES FOR FALSE STATEMENTS:

Any person who misrepresents a business concern's status as a WOSB or EDWOSB, or makes any other false statement in order to influence the WOSB Program eligibility determination or other review process in any way (e.g., protest), shall be: (1) subject to fines and imprisonment of up to 5 years, or both, as stated in Title 18 U.S.C. § 1001; (2) subject to fines of up to \$500,000 or imprisonment of up to 10 years, or both, as stated in Title 15 U.S.C. § 645; (3) subject to civil and administrative remedies, including suspension and debarment; and (4) ineligible for participation in programs conducted under the authority of the Small Business Act.

NOTICE TO APPLICANTS OR PARTICIPANTS IN THE 8(a) BUSINESS DEVELOPMENT PROGRAM: CRIMINAL PENALTIES AND ADMINISTRATIVE REMEDIES FOR FALSE STATEMENTS:

Any person who misrepresents a business concern's status as an 8(a) BD Program participant or SDB concern, or makes any other false statement in order to influence the 8(a) certification or other review process in any way (e.g., annual review, eligibility review), shall be: (1) subject to fines and imprisonment of up to 5 years, or both, as stated in Title 18 U.S.C. § 1001; (2) subject to fines of up to \$500,000 or imprisonment of up to 10 years, or both, as stated in Title 15 U.S.C. § 645; (3) subject to treble damages and civil penalties under the False Claims Act, 31 U.S.C. § 3729; (4) subject to administrative remedies, including suspension and debarment; and (5) ineligible for participation in programs conducted under the authority of the Small Business Act.

PLEASE NOTE: According to the Paperwork Reduction Act, you are not required to respond to this request for information unless it displays a valid OMB Control Number. The estimated average burden hours for the completion of this form is 1.5 hour per response. If you have questions or comments concerning this estimate or any other aspect of this information collection, please contact: Director, Records Management Division, Small Business Administration, 409 Third Street SW, Washington, D.C. 20416, and SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503. PLEASE DO NOT SEND COMPLETED FORMS TO OMB.

PLEASE READ, DETACH, AND RETAIN FOR YOUR RECORDS

Privacy Act (5 U.S.C. 552a) and Debt Collection Improvement Act (31 U.S.C. 7701)

Authorities and Purpose for Collecting Information: SBA is collecting the information on this form, including social security numbers and other personal information, to make a character and credit or other eligibility decision in connection with you or your company's application for SBA assistance. SBA may also use social security numbers for the purpose of collecting and reporting on any delinquent fees or other amounts owed SBA, where applicable.

For purposes of SBA's financial assistance programs, 31 U.S.C. 7701 requires loan applicants and guarantors, or any indemnitor of a surety bond to provide their social security numbers, or other taxpayer identification numbers. Failure to provide this information would affect your ability to obtain an SBA loan or bond. For other individuals signing this form, the submission of the social security number is voluntary and failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. However, your social security number or other taxpayer identification number helps SBA to distinguish you from other individuals with the same or similar name or other personal identifier. This use is permitted under Executive Order 9397. Personal information collected is protected to the extent permitted by law, including the Freedom Information Act, 5 U.S.C. 552, and the Privacy Act 5 U.S.C. 552. Such information is maintained pursuant to SBA's Privacy Act System of Records at <https://www.sba.gov/sites/default/files/2020-01/sba-sorns.pdf>.

Right to Financial Privacy Act of 1978 (12 U.S.C. 3401) -- This is notice to you as required by the Right to Financial Privacy Act of 1978, of SBA's access rights to financial records held by financial institutions that are or have been doing business with you or your business, including any financial institutions participating in a loan or loan guaranty. The law provides that SBA shall have a right of access to your financial records in connection with its consideration or administration of assistance to you in the form of a Government guaranteed loan or guaranteed bond. SBA is required to provide a certificate of its compliance with the Act to a financial institution in connection with its first request for access to your financial records, after which no further certification is required for subsequent accesses. The law also provides that SBA's access rights continue for the term of any approved loan guaranty agreement or any approved bond agreement. No further notice to you of SBA's access rights is required during the term of any such agreement. The law also authorizes SBA to transfer to another Government authority any financial records included in an application for a loan or bond guarantee, or concerning an approved loan or loan guarantee or bond guarantee, as necessary to process, service or foreclose on a loan guaranty or collect on a defaulted loan guaranty, or to process or service the bond guarantee. No other transfer of your financial records to another Government authority will be permitted by SBA except as required or permitted by law.

Freedom of Information Act (5 U.S.C. 552)

This law provides, with some exceptions, that SBA must supply information contained in agency files and records to a person requesting it. Information about approved loans that will be automatically released includes, among other things, statistics on our loan programs (individual borrowers are not identified in the statistics), and other information such as the names of the borrowers (and their officers, directors, stockholders or partners), the collateral pledged to secure the loan, the amount of the loan, its purpose in general terms, and the maturity. With respect to SBA's bond guarantee program, SBA will release, among other things, statistics on the Surety Bond Guarantee (SBG) programs and other information such as the names of small businesses (and their officers, directors, stockholders or partners) and the amount of the bond guarantees. Proprietary data on a borrower would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.



Personal Income and Expense Analysis



Applicants must also complete SBA Form 413 - Personal Financial Statement (earlier in this document).

Name(s):

INCOME		MONTHLY	ANNUAL
GROSS SALARY	Principal (proposed)		
	Spouse		
OTHER RECURRING INCOME	Rental		
	Interest		
	Dividends/Draw from business		
	Other income*		360,000.00
TOTAL INCOME			

*Alimony or child support payments need not be disclosed unless it is desired to have such payments counted toward total income.

EXPENSES		MONTHLY	ANNUAL
MORTGAGE PAYMENTS	Residence: PITI <input type="checkbox"/> P&I <input type="checkbox"/>		
	Residence: HELOC / 2nd Mortgage		
	Rental/other property: PITI <input type="checkbox"/> P&I <input type="checkbox"/>		
RENT EXPENSE	Residence or Apartment		
RESIDENCE EXPENSES	Lawn, pool, HOA, etc.		
AUTO LOANS	ALL		
INSTALLMENT LOANS	ALL		
REVOLVING CREDIT	3% of all balances		
UTILITIES	Power/Phone/Cable/ISP		
INSURANCES	Health/Life/Auto/Other		
FOOD	Estimate		
CLOTHING	Estimate		
MEDICAL EXPENSES	3-year average		
INCOME TAXES	3-year average		
PROPERTY TAXES	If not included above		
ALIMONY / CHILD SUPPORT	If applicable		
CHILD CARE	If applicable		
MISCELLANEOUS	5-10% of Total Income		
OTHER EXPENSES			
OTHER EXPENSES			
TOTAL EXPENSES			
NET DISCRETIONARY INCOME			
COVERAGE RATIO (Income/Expenses)			

Principal Signature: _____

Date: _____

Spouse Signature: _____

Date: _____

