



PERSONAL FINANCIAL STATEMENT

U.S. SMALL BUSINESS ADMINISTRATION

As of _____, 19 ____

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name	Business Phone
Residence Address	Residence Phone
City, State, & Zip Code	
Business Name of Applicant/Borrower	

ASSETS	(Omit Cents)	LIABILITIES	(Omit Cents)
Cash on hands & in Banks	\$ _____	Accounts Payable	\$ _____
Savings Accounts	\$ _____	Notes Payable to Banks and Others	\$ _____
IRA or Other Retirement Account	\$ _____	(Describe in Section 2)	
Accounts & Notes Receivable	\$ _____	Installment Account (Auto)	\$ _____
Life Insurance-Cash Surrender Value Only	\$ _____	Mo. Payments \$ _____	
(Complete Section 8)		Installment Account (Other)	\$ _____
Stocks and Bonds	\$ _____	Mo. Payments \$ _____	
(Describe in Section 3)		Loan on Life Insurance	\$ _____
Real Estate	\$ _____	Mortgages on Real Estate	\$ _____
(Describe in Section 4)		(Describe in Section 4)	
Automobile-Present Value	\$ _____	Unpaid Taxes	\$ _____
Other Personal Property	\$ _____	(Describe in Section 6)	
(Describe in Section 5)		Other Liabilities	\$ _____
Other Assets	\$ _____	(Describe in Section 7)	
(Describe in Section 5)		Total Liabilities	\$ _____
Total	\$ _____	Net Worth	\$ _____
		Total	\$ _____

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 need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

(Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

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

Section 3.					
Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. (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 Property			
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. (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)

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 SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature: _____ Date: _____ Social Security Number: _____

Signature: _____ Date: _____ Social Security Number: _____

PLEASE NOTE: The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance Officer, Paper Reduction Project (3245-0188), Office of Management and Budget, Washington, D.C. 20503.

**INFORMATION NEEDED TO COMPLETE
SBA LOAN APPLICATION**

The following information is needed to complete an SBA loan application. I have listed them in an order which helps me to complete the application in the least amount of time.

Your **Full name**: _____
First full middle name Maiden Last

Residence Address: _____
Street City State Zip

Previous Address _____
Street City State Zip

Lived at previous address from: _____ To: _____
month and year month and year

Residence Phone: () _____ Business Phone: () _____

Employed by (include address): _____

Your Social Security Number: _____

Your Birth Date: _____ Birthplace: _____
city and state or city and foreign country

Spouse's Name: _____ Spouse's SS# _____
First full middle Maiden Last

Are you employed by the U.S. Government? If yes, give agency and position. _____

Are you a U.S. Citizen?: _____ If no, alien registration #: _____

Are you presently under indictment, on parole or probation?: _____

Have you ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation? Include offenses which have been dismissed, discharged, or nolle prosequi. (All arrests and charges must be disclosed and explained on an attached sheet.)

Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor motor vehicle violation? _____

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings?: _____

Are you or your business involved in any pending lawsuits?: _____

If the answer is yes to any of the last five (5) questions please provide details on an addition sheet of paper or on the back of this page. Include dates, location, fines, sentences,, etc. Whether misdemeanor or felony, dates of parole/probation, unpaid fines or penalties, names under which charged, and any other pertinent information.

The above information is needed for each signer of the loan, each partner, each corporate officer, each director and any person owning 20% or more of the voting stock. Signers must include any person that owns more that 20% of the business, all partners, spouse(s) if pledging jointly owned property, and co-signers.

PERSONAL HISTORY

(needed for each signer, unless a formally prepared resume is available)

Formal Public Education

High School(name): _____ Year Graduated: _____ City & State: _____
College: _____ Major: _____ Years Attended(e.g. 72-74): _____
City and State: _____ Graduate?: _____

Other Related Business Education, Training, Certifications or Seminars

What?: _____ When?: _____

Area of Study: _____ Where?: _____

What?: _____ When?: _____

Area of Study: _____ Where?: _____

Employment (most recent first)

Company: _____

Position: _____ From: _____ To: _____

City & State: _____ Duties: _____

Company: _____

Position: _____ From: _____ To: _____

City & State: _____ Duties: _____

Company: _____

Position: _____ From: _____ To: _____

City & State: _____ Duties: _____

Company: _____

Position: _____ From: _____ To: _____

City & State: _____ Duties: _____

Company: _____

Position: _____ From: _____ To: _____

City & State: _____ Duties: _____

BUSINESS INFORMATION

Your Full Business Name: _____

Your Business Address: _____
(Please include street address, city, state and zip code)

Date Business Established: _____ County: _____

Your Federal Taxpayers I.D. #: 87or84- Work Fax: ()
Work Phone: ()

Business Description: _____

Number of Employees Presently: _____ # Increase if loan Made?: _____

Number of Employees in Subsidiaries or Affiliates: _____
(not included above)

Business Type: Sole Proprietor _____ Partnership _____ Corporation _____ Sub S Corporation _____
Limited Liability Company _____ Other _____

If Corp: President _____ Sec/Treas. _____

Do you or anyone with 20% or more ownership in this business have ownership in any other business(s)?: _____
If yes, provide details on an additional sheet of paper. The most current year-end financial statement(s) will also be required.

Ownership Information (owners, stockholders, corporate directors and corporate officers)

Name SS# and Title	Complete Address	% Owned	Military Service From To	Race	Sex
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

The bank where business accounts are currently maintained:

Name: _____ Phone: _____

Address: _____

Bank Officer: _____

Business Information Continued

Information as to how business originated: _____

DETAILS OF LOAN REQUEST

Amount: _____ Purpose: _____
Amount: _____ Purpose: _____
Amount: _____ Purpose: _____
Amount: _____ Purpose: _____
Amount: _____ Purpose: _____
Amount: _____ Purpose: _____

Total Amount of Loan Requested: _____

Term of payback requested: _____ (e.g. 5 Years)

Do you wish to finance the fees associated with this SBA Loan?: _____ (Fees listed below are estimates.)

Fee: \$ _____ Purpose: Loan Preparation Fee

Fee: \$ _____ Purpose: SBA Guaranty Fee (2%-3.5%)

Fee: \$ _____ Purpose: Appraisal(s)

Fee: \$ _____ Purpose: Environmental Study(s)

Financial and Other Information:

Business Balance Sheets for the last three full business years plus a current interim statement less than 60 days old.

Business Income Statements for the last three full business years plus a current interim statement less than 60 days old.

Complete aged summary of current Accounts Receivable. (Should balance to the above mentioned interim balance sheet.)

Complete aged summary of current Accounts Payable. (Should balance to the above mentioned interim balance sheet.)

If the business is a corporation, a copy of the articles of incorporation are required, if the business is an L.L.C. then a copy of the articles of organization are required, if the business is a partnership a copy of the partnership agreement is required. A copy of your current business license is helpful.

Personal and business Federal income tax returns (no state income tax returns) for the last three years are required. This applies to all signers of the loan application.

If any signer(s) of this loan, or any person(s) with 20% or greater ownership of this business, has any interest in another business(s), we must include with this application the most current year-end financial statement for that business(s), details of its ownership, and complete details of any financial transactions that may occur between companies.

We must furnish a monthly projection of income and expense for a one year period on an existing business, or three years in the case of a start up business. I would be happy to prepare these projections with your assistance.

A complete current personal financial statement less than 60 days old for each signer of the loan. Preferably on the bank form where application is to be made or on an SBA Form 413.

Detailed list of business debts indicating: 1) To whom owed. 2) Account Number of loan. 3) Original amount. 4) Original date of loan. 5) Current Balance. 6) Maturity Date. 7) Amount of monthly payment. 8) Interest rate. 9) Collateral. 10) Is the loan now current or past due. (You can use the form enclosed with this package on page 7.) This list should match the balance sheet.

If currently owned equipment is to be used to secure the SBA loan, a list of that equipment including make, model, description, serial #, year acquired, original cost, current market value current lien balance, and current lien holder. (Can use page 8 of this fax for SBA format)

If new equipment is to be used to secure the SBA loan, a recent price quotation from your selected vendor is helpful.

If real estate is to be used to secure the SBA loan please include: the legal description of the property, how title is vested (name(s) on title), street address, date purchased, price paid, amount of the original loan, current balance of the loan, the loan account #, and the loan status (current or past due).

Financial and Other Information (continued):

If any proceeds of this loan are to be used for the purpose of construction, a cost estimate or bid from a contractor and preliminary construction plans and specifications are required.

If your business occupies leased facilities, a copy of that lease is required.

Personal business and educational resumes on all signers of the loan are helpful.

A brief history of the business is helpful, this **can include:**

1. How the idea for the beginning of the business occurred.
2. The date the business originated or started.
3. The nature of the business.
4. Types of product(s) or service(s).
5. Major competitors.
6. Future plans for growth/expansion.
7. How this loan will benefit your company.
8. Any highlights or past accomplishments you have experienced.
9. Any setbacks you have overcome.
10. Your top three customers.
11. Your top three suppliers.
12. Possibly some information about your best or key employees.
13. Dates of ownership style changes, e.g. changed from a proprietorship to a partnership or corporation.
14. Changes of location of business. e.g. moved from 2,000 sq.ft. building at 123 Any Street to 5,000 sq.ft. building at 400 New Street.

Make this easy on yourself, if you already have a resume pencil in updated information and don't bother filling out the personal history section (page 2). Don't duplicate information needlessly. If you have a business plan with a business history, that can be used in place of the information requested on this form. Please call me if you have any questions. Thanks, Craig (801) 942-4967.

Detail on Existing Business Debt

This form should balance to the debt shown on your most recent balance sheet.

To Whom Payable and Account Number	Original Amount	Original Date	Present Balance	Rate of Interest	Maturity Date	Monthly Payment	Security	Current or Past Due
Acct #								
Acct #								
Acct #								
Acct #								
Acct #								
Acct #								
Acct #								
Acct #								
Acct #								
Acct #								

Detail on Previous SBA or Other Federal Debt:

If you or any principals or affiliates have 1) ever requested Government Financing, or 2) are delinquent on the repayment of any Federal Debt complete the following:

Name of Agency	Original Amount of Loan	Date of Request	Approved or Declined	Balance	Current or Past Due

Examples of debts to be listed above as previous government financing include SBA loans, FHA or VA mortgages, federally insured student loans, Farmers Home Loan Bank, and other federal farm credit loans.

