

<b>Government Agency Loan Application Check List</b>
Company Name:
Owner(s):
Telephone number:
Fax number:

**Preliminary Checklist for Initial Consultation with FMC Financial Services, Inc. If you do not have this information readily available, bring what is available for discussion.**

### **Financial Information-Business**

- \*Business Background and History
- \*Proforma Income Statement for three years along with robust set of assumptions of revenue and expenses: first year monthly, second and third year quarterly
- \*Business financial statements, '02, '03, '04
- \*Interim Business financial statements (within 60days)
- \*Business tax returns, 02 '03, '04
- \*Debt Schedule-same date as interim statement
- \*Copy of notes to be paid off
- \*Business Documents: Assumed name certificate, Certificate of Incorporation, By-Laws, Articles, or Partnership Agreement which ever applies
- \*Copy of office lease
- \*Current Agings of Accounts Receivable and Payable

### **Personal Information (for any-one with more than 20% ownership)**

- \*Resume
- \*Personal tax returns '02, '03, '04