

SUPPLEMENTAL INFORMATION TO BE SUBMITTED

In connection with this application, please submit the following information, if not already on file. Your application cannot be processed until necessary information has been received. If you have questions, call (509) 826-5107 for assistance.

- A. Articles of Incorporation, Partnership Agreement, or other organizational documents.
- B. A copy of Applicant's Bylaws currently in effect, with all amendments to date.
- C. Business Plan.
- D. Copy of latest interim balance sheet and income statement.
- E. Fiscal year-end balance sheets and income statements for previous three (3) years.
- F. Balance sheet and income statement as of the time of the application; a pro-forma balance sheet as of the closing of the loan; and a proforma balance sheet for the end of the first year of operations.
- G. Cash-flow forecast for next 12 months and pro-forma statement and budgets (with assumptions).
- H. List of all affiliates, subsidiaries, parent or sponsoring organizations.
- I. Appraisals and tax assessment information on any real estate offered as collateral.
- J. Copy of equipment/furniture/fixture listing (including model and serial numbers) for items offered as collateral.
- K. Copy of aging of accounts receivable, if offered as collateral.
- L. Detailed breakdown of inventory, if offered as collateral.
- M. Personal financial statement of owner(s) or principal(s).
- N. Two most recent personal income tax returns for owner(s) or principal(s).
- O. Copy of agreement of sale, earnest money agreement, option, etc. (if loan proceeds are to be used as purchase money) or copy of lease.
- P. Contractor estimates and schedule (if loan proceeds are to be used for remodel or renovation), and a detailed break down of construction costs.
- Q. If the applicant is a franchise, a copy of the Franchise Agreement and a copy of the Federal Trade Commission Disclosure Report on the Franchiser.
- R. Schedule of officer compensation (including salaries, fees, dividends, and withdrawals) if not clearly stated on financial statements.
- S. If request is for purchase of existing business, financial statements and/or tax returns for last three (3) fiscal years and a current financial statement is required from the business being acquired.