

## Required Documents Checklist: STARTUP BUSINESSES

Before you fill out a WWBIC loan application, you will be required to submit WWBIC client forms at [bit.ly/wwbicform](https://bit.ly/wwbicform) or by scanning the QR code provided below. At the end of these forms, a link to our online loan application is provided.

Below is a complete list of the documents that startup businesses need to upload to accompany your loan application. Please note that once your loan application has been started, you will have 14 days to complete it AND upload these documents. After 14 days, any incomplete applications or those with missing documents will be automatically deleted.

### Personal Financial Items:

- 3 most recent years of personal tax returns with W-2
- Driver License or other state-issued ID
- Most current paystub or other proof of personal incomes, if any
- Most recent 3 months of personal bank statements
- Personal Financial Statement (PFS) – SBA Form 413  
*(access using the QR code at right)*
- Resume

### If you are married:

- Both spouses complete the PFS together
- Paystub or other proof of income from spouse, if any

### If your business has more than one owner:

For each additional owner that has 20% ownership or more (or would like to guarantee the loan) we need a full set of the personal financial items above

### If you are purchasing an existing business:

- Attorney for buyer
- Attorney for seller
- Business Tax returns for the past 3 years
- Determination of value on existing business assets being purchased
- Purchase Agreement
- Seller's current year's financial statements

### Business Financial Items:

- 3 years of financial projections: monthly cash flow for 1st year, plus 2 more years  
*(access template using QR below)*
- Advisor Contact Info list, including:
  - Accountant
  - Insurance agent
  - Attorney
  - Marketing consultant
  - Banker*(if you do not have these people in place, please think about who you will use if you have a chance)*
- Articles of Incorporation
- Business Plan  
*(QR code for business plan content outline provided below)*
- Collateral and Inventory Form *(QR code provided below)*
- EIN
- Employee Information Forms (EIF) for any employees (other than the owner) who work for your business  
*(QR code provided below)*
- Letter of Intent (if a lease negotiation is involved)
- Operating Agreement or Bylaws
- Proof of owner equity injection

You can access forms or templates for many of the documents listed above on our website at [wwbic.com/lending](https://wwbic.com/lending). You can also link direct to these forms using the QR codes provided in this box.



WWBIC Client Forms



Personal Financial Statement (SBA Form 413)



Financial Projections Template



Business Plan Content Outline



Collateral & Inventory Form



Employee Information Form