

This checklist has been provided to assist you in gathering the necessary information for the initial evaluation of your business loan request. Your application will not be considered a complete application package until all the following applicable items are delivered to the bank for review.

SeacoastBank.com/SBA-Forms (application documents located on this site)

PLEASE PROVIDE THE FOLLOWING APPLICATION DOCUMENTS:
SBA Loan Application - please Complete and Sign
Copy of all drivers licenses (front and back)
Three (3) Years of Business Federal Tax Returns, including all applicable schedules and K-1's
Interim Business Financials dated within Ninety (90) days of application submission
Business Debt Schedule
Current Accounts Receivable and Accounts Payable Aging Summary (dated same as interim business financials)
Three (3) Year Projected Profit & Loss. Year One projections must be month to month. This is required for all new businesses, business expansions and/or loans for working capital.
Affiliate Three (3) Years of Business Federal Tax Returns, including all applicable schedules and K-1's
Affiliate Interim Business Financials dated within Ninety (90) days of application submission
Affiliate Business Debt Schedule
Personal Financial Statement (SBA Form 413). Complete one form for each owner with 20% or more ownership interest (copy form as needed). If applicable, a joint statement must be provided with signatures from both spouses.
Three (3) Years of Personal Federal Tax Returns, including all applicable schedules and K-1's
Management Resume of all owners, directors, officers, and key employees
AS APPLICABLE, PLEASE PROVIDE THE FOLLOWING:
Copy of Proposed or Executed Real Estate Purchase Agreement
Copy of Proposed or Executed Asset Allocation and/or Business Acquisition Agreement
Copy of Franchise Disclosure Document (FDD)
Copy of all Notes, Collateral Documents, and payment history for all Debt to be refinanced
Copy of New Construction Bid(s), quotes, and other cost estimate(s)
Copy of Leasehold Improvements Bid(s), quotes and other cost estimate(s)
Insurance Agency Questionnaire
For Start-up or Business Acquisition - Business Plan
For Start-up or Business Acquisition - Projections
For Start-up or Business Acquisition - Working Capital Budget