

# DEKALB COUNTY BETTER BUSINESS LOAN PROGRAM

## BORROWER CHECKLIST

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### Documents Required From All Borrowers

- Borrower Checklist (checked off next to any submitted document)
- Loan Calculation Worksheet
- Identification with Photo
- Business License
- Borrower Certifications
- Funding instructions for loan proceeds
- Mortgage account statements showing evidence of Business mortgage interest – 12 months
- Loan account statements showing evidence of Interest paid on other business debt – 12 months
- Bank statements showing evidence of Commercial Property Rent – 12 months
- Bank statements showing evidence of Commercial Property Utilities – 12 months

### Additional documents required from S-Corporations; C-Corporations; Limited Liability Corporations (LLCs); 501(C)(3) Non-Profit; 501(C)(19) Veterans Organization; Tribal Business with W-2 Employees

- Four Consecutive Quarterly 941 Forms (Line 2) ending December 2019 or June 2020 (Non-Profits- use Line 5C)
- Evidence of any annual Employee Benefits Paid by Employer (do not include benefits paid by employee)
- Evidence of annual State Unemployment Taxes paid by Employer (do not include taxes paid by employee)
- List each employee with salaries over \$100,000 annually, if any
- Borrowing Resolution
- Secretary of State - Certificate of Good Standing
- Articles of Incorporation

### Additional documents required from Sole Proprietorship; Self Employed Farmer; Single-member LLC

- 12 months Profit & Loss Statement ending June 2020 (optional)
- 2019 1040 Individual Tax Returns Schedule C, Schedule E or Schedule F (Profit and Loss Statement)
- Submit all Forms 1099 Misc. for calendar year 2019
- If you paid W-2 employees-Four consecutive quarterly 941 Forms (Line 2) ending Dec 2019 or Jun 2020
- Evidence of any annual Employee Benefits Paid by Employer (do not include benefits paid by employee)
- If you paid W-2 employees, evidence of annual State Unemployment Taxes paid by Employer
- If you paid W-2 employees, list each employee with salaries over \$100,000 annually

### Additional documents required from General Partnerships

- 12 months Profit & Loss Statement ending June 2020 (optional)
- 2019 Partnership Tax Returns Form 1065 (Profit and Loss Statement)
- If you paid W-2 employees-Four consecutive quarterly 941 Forms (Line 2) ending Dec 2019 or Jun 2020
- Evidence of any annual Employee Benefits Paid by Employer (do not include benefits paid by employee)
- If you paid W-2 employees, evidence of annual State Unemployment Taxes paid by Employer
- If you paid W-2 employees, list each employee with salaries over \$100,000 annually
- Borrowing Resolution