



BUSINESS NON REAL ESTATE LOAN APPLICATION CHECKLIST

- Completed, signed and dated Credit Application and Agreement (3rd & 4th page of the application shall be completed jointly by husband and wife, otherwise by each guarantor separately).
- Certificate of statement accuracy shall be completed and signed for each tax return provided.

REQUIREMENT OF FINANCIAL DOCUMENTS

- The last two/ three years complete business tax returns with all Schedules and Statements, signed and dated (please refer to Business Credit Application form for detailed information)
- The last two years complete personal tax returns (including K1s and W-2) for all 20+% owners / guarantors / general partners

PROPRIETORS AND/ OR GUARANTORS

- Completed, signed and dated Personal Financial Statements for each principal/guarantor.
- Completed, signed and dated Schedule of Real Estate Holdings.
- Copies of 1040 personal Tax Returns and W-2 Forms for the last two or three years with all applicable statements and schedules including all K-1's, signed and dated along with a Request for Transcript of Tax Return (IRS Form 4506-Tor 4506) for all related tax returns.
- W-2 Forms for the last years including for most recent year if the tax return has not yet been filed.
- Copies of two recent consecutive pay stubs.
- Copy of US Passport or green card document.
- Bank or investment account statements for the past two months.

BUSINESS ORGANIZATION

- Signed copies of business Tax Returns for the last three years with all applicable statements and schedules including all K-1's, signed and dated along with a Request for Transcript of Tax Return (IRS Form 4506-T) for all related tax returns.
- Year-end and/ or interim financial statements, signed and dated, may be required (call for more information).
- Copies of business formation documents/operating agreements/resolutions/authorizations. For all LLCs formed after 05.31. 2006 in New York State, the filing receipt of publication is required.
- Non- Profit Organizations - Year -end audited Financial Statements for the last three years and IRS Form 990 -Return of Organization Exempt From Income Tax for the last 3 years.

OTHER

- Collateral information is required if applying for a vehicle or equipment loan (verification of ownership based on contract of sale, DMV Title or Title issued by state authority).
- For loan refinance, pay off statement, security agreement, payment history and lender or service provider contact information.
- PSFCU may require the submission of additional information/document(s) to render a decision on the loan request.
- A business operating account must be established with PSFCU prior to closing. This account shall be maintained for the life of the loan and will be reviewed annually.

**Member Business Lending tel. 1-855- 773-2848 or 718-610-3980 ext. 6343 or 6336, 6324. Fax #, 718-610-3975
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