



Checklist of Required Submissions -- For Profit Businesses

___ Complete the online CEDF For-Profit Business Loan Application form.

___ Complete the online CEDF Personal Financial Statement form.

(Submit for each owner with a 20% or greater ownership.)

___ **Proof of identity:** Copy of valid driver's license or state issued ID. Copies of immigration documents if applicable.

Submit the following to CEDF. You may submit using our secure upload function on our website; or send by post/courier; or hand deliver to our Meriden office. Please submit only document copies, not originals, as the submissions will not be returned.

CHECKLIST ITEMS FOR BUSINESSES WITH THREE OR MORE YEARS IN OPERATION:

___ Three years Personal Tax Return on all business owners (Submit for each owner with a 20% or greater ownership. Send complete Federal return only. Please no cell phone photos of pages.)

___ Three years of Business Tax Returns (Send complete Federal return only.)

___ Year-to-date Income Statement

___ Year-to-date Balance Sheet

___ Accounts Receivable Aging Summary, if applicable

___ Executive Summary (Brief history and operation of company, background of owners and managers and a summary of how the loan will impact the company)

CHECKLIST ITEMS FOR STARTUPS (NO REVENUE) OR LESS THAN THREE YEARS IN BUSINESS:

___ Business Plan

___ Three years Projections (1st year by month, then 2 years annually)

___ Three years Personal Tax Returns on all business owners (Submit for each owner with a 20% or greater ownership. Send complete Federal return only. Please no cell phone photos of pages.)

___ Up to three years of Business Tax Returns, if applicable (Send complete Federal return only.)

___ Year-to-date Income Statement, if applicable

___ Year-to-date Balance Sheet, if applicable

___ Accounts Receivable Aging Summary, if applicable

Note: Additional information may be required as deemed necessary by CEDF. Applications will not be reviewed until all information is received. Please send only copies not originals, as information submitted will not be returned.