

West Town Bank & Trust
Loan Check List

Borrower Name:

Date:

<u>Required Documents</u>	<u>Check if Included in Package</u>
Entity (Business) Documentation : Articles of Incorporation and By-Laws; Articles of Organization (LLC); Business Licenses; Partnership Agreement; Trust Agreement;	
3 Years of Business Tax Returns – for Borrower and any affiliated entity (Guarantor owns 20% of more of the entity)	
Current Interim Financial Statement on Bororwer (within 60 days of request)	
Year End Balance Sheet and Income Statement – If Prior year Tax Return is Extended	
3 Year Business Projections	
Background / Business Summary	
Proposed of Use of Funds	
Individual/Personal Documentation- Primary Source: State Driver License; State ID Card; Military ID Card; Passport: US Alien Registration Card (“Green Card”). Secondary Source: Birth Certificate; Credit Card; Voter Registration Card; Social Security Card (Copy of 2 forms REQUIRED (front and back), 2 Primary or 1 Primary and 1 Secondary)	
3 Years Personal Tax Returns – Individuals/Guarantors with 20% or more ownership	
Current Personal Financial Statement on Guarantors	
Resume for all Guarantors	