

UPS Capital Business CreditSM

Information Checklist



All Loan Applications

- UPS Capital Business Credit Loan Application**
- Personal Financial Statement**
Complete for each person owning 20% or more of the business along with anyone guaranteeing the loan; spouses must sign and date, if applicable
- Management Résumé**
Complete for all active principals in the company along with key managers and/or officers
- Standards 912 Form**
Complete for all active principals in the company along with key managers and/or officers
- Request for Transcript of Tax Return** (IRS Form 4506T)
Complete for every owner, company and affiliate supplying tax returns
 - Owner:** Personal Federal Tax Returns (all schedules) for the last 3 years for all individuals who own 20% or more of the business
 - Company:** Corporate Federal Tax Returns (all schedules) for the last 3 years for the applicant business
 - Affiliate:** Federal Tax Returns (all schedules) for the last 3 years for all affiliate businesses; current Balance Sheet and Income Statement for the affiliate

An affiliate business is defined as all business concerns in which the applicant company or any individual has 20% ownership, controlling interest, or where an individual has control of the company and other concerns even though the ownership is less than 20%.
- Business Projections Worksheet**
Provide two years of financial projections
- Last 3 years of fiscal year end financial statements
- Interim Financial Statements. Current within 45 days of submission of application for the existing business, or any affiliates
- Current Accounts Receivable and Accounts Payable aging summary (Dated same as Interim Financial Statements)
- Evidence of cash injection, if applicable (e.g. 3 months bank statements, investment statements, gift letter, etc)
- Provide a detailed list of all assets being taken as collateral referencing serial numbers for all items with an original value of \$5,000 or greater. (Include year, make, model, and VIN# for all vehicles used as collateral)
- If the business is a partnership or limited partnership, a Copy of the Partnership Agreement or if the business is a limited liability company, a Copy of the Certificate of Good Standing, Operating Agreement, and Articles of Organization. If the business is a corporation, a Copy of the Certificate of Good Standing, Bylaws, and Articles of Incorporation
- Copy of Existing or Proposed Lease Agreement(s)
- Photocopy of valid government-issued drivers license or a form of photo ID for all borrowers and guarantors
- Non US Citizen Status Documentation** (G-845). If not a U.S. citizen, please attach Proof of Resident Alien Status and Acknowledgment Letter and a photocopy of both sides of the Alien Registration card

Forms identified in BOLD can be downloaded at <http://www.upscapital.com/solutions/sblapplication.html>

Acquisition Financing

- Request for Transcript of Tax Return** (IRS Form 4506T)
Corporate Federal Tax Returns (all schedules) from the last 3 years of the business being purchased
- Last 3 years of fiscal year end financial statements
- Accounts receivable and accounts payable aging summary
- Purchase contract / letter of intent (LOI) to purchase the business (signed by buyer and seller)
- Value of assets to be purchased (including real estate, equipment, inventory, accounts receivables, and any other assets)
- Two-years of financial projections, first year by month, 2nd year annualized
- Interim Financial statements. Current within 45 days of submission of application for the business being acquired

Purchase of Equipment and/or Inventory

- Bid or other cost estimates for equipment and/or inventory
- Invoices or quotes from equipment vendors, if available

Franchise Financing

- Provide a copy of Uniform Franchise Offering Circular (UFOC)
- Franchise agreement and/or approval letter from franchisor

Start-up Business or Expansion of an Existing Business

- Business plan with first-year projections by month and an explanation of projections. The business plan should also include 2nd year annualized projections
- A breakdown of all costs associated with the start-up or expansion of the business, including working capital needs

Refinance Existing Debt

- Estimated payoff amounts of the loan(s) to be refinanced
- Copies of all notes to be refinanced

Purchase or Refinance of Real Estate Debt

- Executed purchase contract for real estate
- Copies of any previous environmental reports and appraisals on the property
- Environmental Questionnaire** Form to be completed only if commercial real estate is involved in the transaction

Construction Financing

- Contractor estimate for construction costs, if these are not available, please make note that they will be forthcoming
- Plans and specifications prepared and signed by a licensed architect or an engineer – not required for minor lease-hold improvements up to \$125,000
- Contractor proposed construction schedule
- Soft cost beyond construction cost (e.g. permits, bonds, engineering, architecture). *Can be estimated by the borrower*
- Contractor's resume, last 2 years tax returns, recent financial statement, jobs in progress and copy of license
- Vendor quotes for Furniture Fixtures & Equipment items
- Plans and specifications prepared and signed by a licensed architect or an engineer – not required for minor cosmetic renovation up to \$250,000