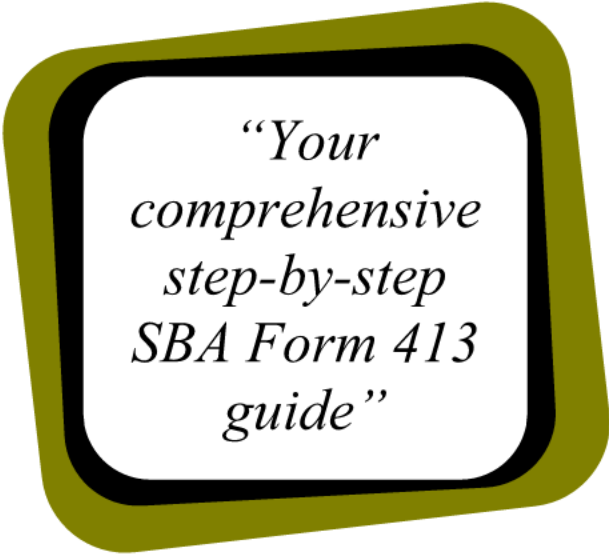


Instruction Guide

for the

Small Business Administration's Personal Financial Statement (Form 413)



*“Your
comprehensive
step-by-step
SBA Form 413
guide”*

INTELLECTUAL PROPERTY RIGHTS

The use of the information contained in this document entitled “Instruction Guide for the Small Business Administration’s Personal Financial Statement (Form 413),” is solely for personal and non-commercial use except as expressly authorized in writing from the owner, Government Certification Specialists Inc.

The person or persons in possession of this document entitled “Instruction Guide for the Small Business Administration’s Personal Financial Statement (Form 413),” may not reproduce, modify, rent, lease, loan, sell, distribute, republish, upload, transmit, or create derivative works from this document in whole or in part, by any means. You must not remove or modify any copyright or trademark notice, GCS logo or other notice of ownership.

Table of Contents

Introduction to SBA Form 413	4
Getting Started.....	4
Financial Disclosure Requirements.....	4
Required Financial Information	4
Step-by-Step Instructions	4
Contact Information	5
Expiration Date	5
Date	5
Phone Numbers	5
Business Name of Applicant/ Borrower	5
Assets.....	Error! Bookmark not defined.
IRA or Other Retirement Account.....	Error! Bookmark not defined.
Accounts and Notes Receivable.....	Error! Bookmark not defined.
Life Insurance – Cash Surrender Value Only.....	Error! Bookmark not defined.
Stocks and Bonds Stocks	Error! Bookmark not defined.
Real Estate	Error! Bookmark not defined.
Automobile – Present Value	Error! Bookmark not defined.
Other Personal Property	Error! Bookmark not defined.
Other Assets	Error! Bookmark not defined.
Total	Error! Bookmark not defined.
Liabilities.....	Error! Bookmark not defined.
Accounts Payable	Error! Bookmark not defined.
Notes payable to Banks and Others.....	Error! Bookmark not defined.
Installment (Auto)	Error! Bookmark not defined.
Installment (Auto) Monthly Payment.....	Error! Bookmark not defined.
Installment Account (other)	Error! Bookmark not defined.
Installment Account (other) Monthly Payment.....	Error! Bookmark not defined.
Loan on Life Insurance	Error! Bookmark not defined.
Mortgages on Real Estate	Error! Bookmark not defined.
Unpaid Taxes	Error! Bookmark not defined.
Other Liabilities	Error! Bookmark not defined.
Total Liabilities	Error! Bookmark not defined.
Net Worth	Error! Bookmark not defined.
Total	Error! Bookmark not defined.
Section 1. Source of Income	Error! Bookmark not defined.
Salary	Error! Bookmark not defined.
Net Investment Income	Error! Bookmark not defined.
Real Estate Income	Error! Bookmark not defined.
Other Income (Describe below).....	Error! Bookmark not defined.
Contingent Liabilities	Error! Bookmark not defined.
As Endorser or Co-Maker	Error! Bookmark not defined.
Legal Claims & Judgments	Error! Bookmark not defined.
Provision for Federal Income Tax.....	Error! Bookmark not defined.

Other Special Debt **Error! Bookmark not defined.**

Section 2. Notes Payable to Banks and Others**Error! Bookmark not defined.**

 Name and Address of Noteholder(s)**Error! Bookmark not defined.**

 Original Balance **Error! Bookmark not defined.**

 Current Balance **Error! Bookmark not defined.**

 Payment Amount - Frequency (monthly, etc.)**Error! Bookmark not defined.**

 How Secured or Endorsed - Type of Collateral**Error! Bookmark not defined.**

Section 3. Stocks and Bonds**Error! Bookmark not defined.**

 Number of Shares **Error! Bookmark not defined.**

 Name of Security **Error! Bookmark not defined.**

 Cost **Error! Bookmark not defined.**

 Market Value Quotation/Exchange**Error! Bookmark not defined.**

 Date of Quotation Exchange **Error! Bookmark not defined.**

 Total Value **Error! Bookmark not defined.**

Section 4. Real Estate Owned ..**Error! Bookmark not defined.**

 Type of Property **Error! Bookmark not defined.**

 Address **Error! Bookmark not defined.**

 Date of Purchase **Error! Bookmark not defined.**

 Original Cost **Error! Bookmark not defined.**

 Present Market Value **Error! Bookmark not defined.**

 Name and Address of Mortgage Holder**Error! Bookmark not defined.**

 Mortgage Account Number **Error! Bookmark not defined.**

 Mortgage Balance **Error! Bookmark not defined.**

 Amount of Payment per Month/Year**Error! Bookmark not defined.**

 Status of Mortgage **Error! Bookmark not defined.**

Section 5. Other Personal Property and Other Assets**Error! Bookmark not defined.**

 Other Personal Property and Other Assets**Error! Bookmark not defined.**

Section 6. Unpaid Taxes**Error! Bookmark not defined.**

 Unpaid Taxes **Error! Bookmark not defined.**

Section 7. Other Liabilities**Error! Bookmark not defined.**

 Other Liabilities **Error! Bookmark not defined.**

Section 8. Life Insurance Held ..**Error! Bookmark not defined.**

 Life Insurance Held **Error! Bookmark not defined.**

Signatures**Error! Bookmark not defined.**

 Signature **Error! Bookmark not defined.**

 Date **Error! Bookmark not defined.**

 Social Security Number **Error! Bookmark not defined.**

Introduction to SBA Form 413

The United States Small Business Administration (SBA) publishes Form 413, the Personal Financial Statement, which is completed by business owners when they apply for SBA services such as loans and certifications like for the 8(a) Business Development Program.

Other federal and state agencies also require various program applicants to submit the SBA Form 413, Personal Financial Statement for businesses seeking Disadvantaged Business Entity (DBE) status as well as other government services.

Getting Started

Each applicant and his or her spouse need to complete a separate Form 413. Before filling in the form, determine which assets are joint assets held by both spouses and which assets are individually owned. In community property states, all assets are considered to be jointly owned by married couples and should be split 50/50 unless otherwise stated in a legal document such as a prenuptial agreement. The following States are community property states:

- Arizona.
- California.
- Idaho.
- Louisiana.
- Nevada.
- New Mexico.
- Texas.
- Washington.
- Wisconsin.



Financial Disclosure Requirements

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Required Financial Information

Before getting started, have all of your financial information available so that you can copy account numbers, current statement balances, addresses of creditors, etc. onto the form. A good rule of thumb is to have all financial information associated with income, debt, and assets such as real estate, IRA's and bank accounts.

Step-by-Step Instructions

Each section of form 413 is addressed in the following paragraphs. Note that the form has been broken into 8 sections, each with detailed information pertaining to each data field. A completed sample form and a blank 413 form are also included as attachments for your convenience.

Contact Information



B



A

Name and Address

Enter your full name (First, Middle and Last) as it appears on your Federal tax return.

B

Expiration Date

Please ensure that you have the latest version of the 413 form. The expiration date of latest version of form 413 as of the publication date of this instruction is August 31, 2011.

C

Date

Enter the month, day and year that you finish filling in form 413; e.g. December 1, 2008

D

Phone Numbers

Enter your business and primary residence phone. If they are the same, enter the same number twice. The government representatives that review your Form 413 will consider it incomplete if ANY fields are left blank.

E

Business Name of Applicant/ Borrower

Enter the name of your business as it is shown on the latest business federal tax return.

"Complete each field on form 413 or the government reviewers will consider it incomplete."