

# SBA Loan Origination Kit

This checklist provides a list of the documents and forms required for applying for a SBA loan.

Since every loan application is unique, customers are encouraged to collaborate with their BMO Harris banker and SBA Specialist to ensure a complete application. Additional documentation may be requested for loan closing.

## To be provided by the client:

- Copies of Articles of Incorporation** with by-laws and amendments/general or limited partnership agreement/limited liability company articles of organization and operating agreement and amendments.
- Signed Personal Federal Income Tax Return for the last 2 years** on all individuals with 20% or greater ownership.
- Signed Federal Business Tax Returns for the last 3 years** including separate tax returns for each affiliate\*, if applicable.
- Signed Interim Income Statement and Balance Sheet** for the borrower, each affiliate\* and target company, within 90 days current.
- Aging of Accounts Receivable and Accounts Payable** - report date must be consistent with the interim balance sheet date.

## To be completed by the client:

- Signed Personal Financial Statements** for each guarantor; current within 90 days; spouse must also sign.  
[Click here to access the SBA Personal Financial Statement form](#)
- Owner(s) and Key Management Resumes** – [Click here to access a resume template](#)
- Signed Debt Schedule** for the business and each affiliate\*, if applicable – [Click here to access the debt schedule template](#)

## For businesses with <2 years of operating cash flows and/or undergoing a significant operational change and/or business acquisition, please submit:

- Business Plan** – [Click here to access a Business Plan template](#)
  - Sources and Uses Worksheet** – [Click here to access a Sources and Uses template](#)  
*If sources and uses are not included in the business plan, please complete the template in collaboration with your BMO Harris banker or SBA Specialist.*
  - Financial Projections for 2 years** – [Click here to access a Projections template](#)  
*If two years of income statement and balance sheet projections are not included in the business plan, please complete the template. Year 1 projections must be monthly with detailed supporting assumptions.*

## Additional requirements based on use of loan proceeds:

- If loan proceeds will be used to finance a construction project/leasehold improvement**, a copy of the **Contractors Detailed Construction Budget** or **Contractor Construction Bid**.  
*Note: The budget or bid is required for underwriting and the signed contract is required for closing.*
- If loan proceeds will be used to finance an acquisition**, provide a copy of the **Purchase Agreement** or **Signed Letter of Intent** with a breakdown of the purchase price and a copy of the **Seller Financing Agreement**, if applicable.
  - Signed Federal Business Tax Returns for the last 3 years and Interim Financials** of the acquired business.
- If loan proceeds will be used to purchase commercial real estate**, provide a copy of the **Purchase Agreement** or **Signed Letter of Intent**.

**Other:** \_\_\_\_\_

(\*Affiliate is defined as any guarantor that owns 20% or more of any other entity and any subsidiaries.)

If you need further assistance to complete this checklist, contact the SBA Specialist assigned to your region:

<i>Arizona, Wisconsin (including Rockford, IL)</i>	<i>Ross Kohl</i>	<i>Telephone: 262-783-1076 / Email: <a href="mailto:ross.kohl@bmo.com">ross.kohl@bmo.com</a></i>
<i>Chicago Metro North &amp; South (incl. NW Indiana)</i>	<i>Ejaz Syed</i>	<i>Telephone: 630-672-7316 / Email: <a href="mailto:ejaz.syed@bmo.com">ejaz.syed@bmo.com</a></i>
<i>Indiana, Florida, Missouri, Kansas, Minnesota</i>	<i>Matt Bitar</i>	<i>Telephone: 317-269-1634 / Email: <a href="mailto:matthew.bitar@bmo.com">matthew.bitar@bmo.com</a></i>