



# CPA **Business Funding** Portal

## Here is a checklist to prepare your client's SBA 7(a) application

Be prepared to assist your clients with financing by making sure your firm has the necessary documentation in place for the clients before you start their application by SBA 7(a) loan applications.

### General Eligibility Criteria for Business

- ✓ Operate the business for a profit
- ✓ Be engaged in, or propose to do business in, the U.S. or its territories

> For more information on eligibility, please visit the SBA website [here](#)

### Information Needed

- ✓ Average Annual Revenue & Expenses
- ✓ Ownership Structure (All Owners)
- ✓ FICO & Time in Business
- ✓ Completed SBA Form 1919 Questionnaire (link to document [here](#))

### Business Documents Needed

- ✓ Full IRS Tax Returns (Last 3 Years)
- ✓ Bank Statements (Last 6 Months)
- ✓ Balance sheet
- ✓ Most Recent Profit & Loss Statement
- ✓ Business Debt Schedule

### **Affiliate\* Documents Needed**

- ✓ Full IRS Tax Returns
- ✓ Balance sheet
- ✓ Most Recent Profit & Loss Statement

*\*Affiliate refers to any business entity that is connected to the borrower through ownership, management, or control. This can include a parent company, subsidiary, or other related business.*

### **Individual Documents Needed**

- ✓ Driver's license or any valid Government-issued ID
- ✓ Personal Financial Statements
- ✓ Full IRS Tax Returns

[CPALoanPortal.com](http://CPALoanPortal.com) | [cpasupport@biz2credit.com](mailto:cpasupport@biz2credit.com)