

MAYO BUSINESS CONSULTING

SBA Financial Forms & Documents Guide

A quick guide to financial information commonly requested during an SBA loan review. Your lender will determine the exact forms and documents required for your transaction.

Personal Financial Information

- **Personal Financial Statement:** A summary of assets, liabilities, income, and net worth for required owners or guarantors.
- **Personal Tax Returns:** Lenders may request recent federal returns to verify income and financial history.
- **Personal Debt Information:** Additional schedules or supporting documents may be requested when needed.

Business Financial Statements

- **Profit & Loss Statement:** Shows business revenue, expenses, and profitability for a specific period.
- **Balance Sheet:** Shows business assets, liabilities, and equity at a point in time.
- **Business Debt Schedule:** Lists outstanding business debts, balances, interest rates, maturity dates, and payments.
- **A/R and A/P Aging:** May be requested to evaluate amounts owed to and by the business.

Tax Returns

- **Business Tax Returns:** Recent federal returns may be used to evaluate historical business performance.
- **Affiliate or Related Business Returns:** May be required when owners have interests in other businesses.

Financial Projections

- **Projected Profit & Loss:** Often relevant for start-ups, acquisitions, expansions, or material changes in operations.
- **Cash Flow Projections:** Help demonstrate expected ability to meet operating expenses and debt payments.
- **Assumptions:** Projections should be supported by clear, reasonable assumptions.

Transaction-Specific Documents

- **Business Acquisition:** Purchase agreement or letter of intent, seller financials, purchase price allocation, and other acquisition information.
- **Equipment Financing:** Equipment list, quotes, invoices, or purchase documentation.
- **Real Estate:** Purchase contract, lease information, construction/renovation estimates, or other property documentation when applicable.

SBA & Lender Forms

- The SBA and participating lenders may require program-specific forms, certifications, disclosures, and authorizations.
- Use the lender's current forms and instructions. Avoid relying on an old saved copy of an SBA form because requirements and form versions can change.

Helpful tip: Keep financial statements current and make sure figures are internally consistent. A well-organized package can make it easier for a lender to understand the business and the financing request.

Mayo Business Consulting | Orange County, California | mayobusiness@icloud.com | 949-624-9015

Educational resource only. Mayo Business Consulting is not the U.S. Small Business Administration (SBA), does not issue SBA loans, and does not guarantee loan approval. Requirements vary by lender and program and may change.