



# Business Loan Preparedness Checklist

## Colorado Startup Loan Fund

The purpose of this checklist is to provide general guidelines for the information most business lenders typically require and is not intended to be a comprehensive list of application documents required for a loan from the Colorado Startup Loan Fund. Needs may vary depending on the size of the loan and the lender.

- Business registration with the Colorado Secretary of State - Articles of Incorporation or Organization, Statement of Foreign Entity (if applicable) and a [Certificate of Good Standing](#).
- [Employer Identification Number issued from the IRS \(EIN\)](#).
- Non-expired Driver's License for any owner with a 20% or higher equity stake in the business.
- Business Plan for any business with less than two years of revenue.
- [Personal Financial Statement](#) for each owner with a 20% or higher equity stake in the business.
- Minimum two years of business tax returns for an existing business and any returns-to-date for a new business. **or**  Two years of financial projections for any business with less than two years of revenues – both Profit and Loss and Balance Sheet. **or**  If the business is not currently cash flowing, two years of financial projections – both Profit and Loss and Balance Sheet.
- Year-to-date Financial Statements dated within 90 days of application – both Profit and Loss and Balance Sheet (if applicable).
- Minimum of two years of personal tax returns for any owner with 20% or more equity stake in the company.
- A Business Operating Agreement if there is more than one owner with a 20% or more equity stake.
- Documentation to support use of funds.

**Contact:** [cslf@state.co.us](mailto:cslf@state.co.us)

**For more information scan the QR code or visit**  
[oedit.colorado.gov/colorado-startup-loan-fund](http://oedit.colorado.gov/colorado-startup-loan-fund)

