

## CHECKLIST: APPLICATION for SBA EXPORT WORKING CAPITAL GUARANTY LOAN

**NOTE:** Original signatures and current dates are required for all financial documents, business and personal statements, including tax returns; blue ink preferred

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### Background

- 1. History of business; copy of business plan; legal structure
- 2. Background on principals and key employees. Use one SBA Form 912, Statement of Personal History, for all owners [20% or more]; officers of a corporation and managers with the authority to commit the borrower.
- 3. Business Financial Statements for the last three years; current, interim financial statements within 90 days of the application filing date.
- 4. Most recent federal income tax return for business.
- 5. Schedule of all principal officers'/owners' compensation.
- 6. Signed personal financial statements (SBA Form 413) of major stockholders / partners of the company (20% or more) and their most recent federal income tax return.
- 7. Aging of accounts receivable and accounts payable.
- 8. Cash flow projections for company for the term of the loan, highlighting the proposed export transaction.
- 9. Description of type and value of proposed collateral to support the loan - inventory, accounts receivable, or other.

### Transaction

- 10. Description of transaction to be financed and the use of proceeds, including countries involved, names of buyers, description of products and services to be exported (including U.S. content), production and shipping schedules, payment method, terms of transaction, etc.
- 11. Statement that items to be exported are or are not on U.S. Munitions Control List (CFR: part 121, title 22), and that the export does or does not require a validated export license from the Bureau of Export Administration. Copy of validated export license, if required.
- 12. Copy of Letter of Credit and/or copy of buyer's contract or order, with assignment of proceeds, as appropriate.
- 13. Copy of credit insurance policy, with assignment of proceeds to lender, if applicable.

### Other Required Documents

- 14. Application for Export Working Capital Guaranty (SBA Form 84-I).
- 15. Lender's Application for Guaranty (SBA Form 4-I).
- 16. Credit Memorandum from Lender
- 17. Statements Required by Law and Executive Order (SBA Form 1261) and Certification of Debarment (SBA Form 1624).
- 18. Certification of Compliance with Child Support (SBA Form)
- 19. Lender Certification Regarding Lobbying (SBA Form LLL)
- 20. Credit Reports on borrower(s), provided by Lender.
- 21. IRS transcript request (4506-T) - copy
- 22. INS verification (only if non-citizen and LPR)
- 23. Guaranty Fee [0.25% x (loan amount x 0.9)]