



Loan Client Checklist - Business Entity

Discovery

- Intake survey
- Initial visit with Akiptan's staff

Technical Assistance and Completion

- Loan Application
- Credit and Bank Authorization Form
- Driver's License
- Proof of Enrollment
- 3 years previous Tax Returns (if applicable)
- EIN
- D&B (if applicable)
- Articles of Incorporation and ByLaws
- Business License
- Cattle/Horse Brand (if applicable)
- Proof of Insurance (if applicable)
- Proof of Leases (if applicable)
- Labor Trade Agreement (if applicable)
- Detailed Business Plan and Loan Funds Budget
- Financial Literacy Coursework
- CreditKarma.com Account
- Current Balance Sheet
- 3 years Cash Flow Projections
- Cattle Growth Chart (if applicable)

Review and Closing

- Detailed Record of Collateral is Sent to Loan Staff
- Loan Agreement is Signed
- Security Agreement is Signed
- Privacy Statement is Received
- Note of Credit Reporting is Received

Aftercare

- Receipts/Invoices/Quotes/Titles are Submitted
- Proof of Insurance (if applicable)
- Quarterly Check-Ins
- Annual Financial Reviews
- Yearly taxes

