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