

Business/Borrower Documentation

- Business Tax Returns – Three most recent years
- Financial Statement – Most recent month end Balance Sheet and Profit & Loss statement
- Business Organization Documents
 - Corporation – Articles of Incorporation and Operating Agreement, Meeting Minutes
 - Limited Liability Company (LLC) – Articles of Organization and Operating Agreement
 - Single member LLC – Articles of Organization and Operating Agreement (if created)
 - LLP/Partnership – Certificate of Formation and Partnership Agreement
 - Sole Proprietor – Copy of Driver’s License
 - Non-Profit – Meeting Minutes authorizing the loan and signers
 - Trust – Trust Agreement and Certificate of Trust (dated within the last 90 days)
- Business Debt Schedule
- Certificate of Beneficial Owners (provided by OPB with application)

Business/Borrower Information

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|---|--|
| <input type="checkbox"/> Tax ID | <input type="checkbox"/> Nature of Business |
| <input type="checkbox"/> Date Business Established | <input type="checkbox"/> Date Current Management Established |
| <input type="checkbox"/> Loan Amount | <input type="checkbox"/> Loan Purpose |
| <input type="checkbox"/> Desired Loan Term | <input type="checkbox"/> Number of Employees |
| <input type="checkbox"/> State of Formation | <input type="checkbox"/> Annual Sales |
| <input type="checkbox"/> Primary Business Contact | <input type="checkbox"/> Physical Business Address |
| <input type="checkbox"/> Basic Collateral Information | <input type="checkbox"/> Other Ownership Information |

Personal/Guarantor Documentation

- Personal Tax Returns – Three most recent years
- Current Personal Financial Statement
- If business guarantor, see Business/Borrower Information requirements above

Collateral Documentation, if applicable

- Purchase Order/Invoice/Bill of Sale
- Copy of Title(s) or Manufacturer’s Certificate/Statement of Origination (MCO/MSO)
- Hazard Insurance Certificate (listing OPB as loss payee)

Other, if applicable

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|---|--|
| <input type="checkbox"/> Payoff Statement(s) | <input type="checkbox"/> Payoff Authorizations |
| <input type="checkbox"/> Disbursement Information | <input type="checkbox"/> Auto Pay information |