



Watertown Savings Bank

COMMERCIAL LOAN CHECKLIST

We will be requesting the following information for the processing of your loan application. Preparation of these documents in advance will expedite your loan transaction.

Please note that additional documentation may be required based on your application.

CUSTOMER IDENTIFICATION

- Valid Driver's License
- Copy of the IRS letter assigning the Employer Identification Number (EIN)
- Corporate Formation Documents
 - Limited Liability Company (LLC)
 - Articles of Organization & Filing Receipt (must be filed w/ NYS)
 - Operating Agreement
 - Amendments, if applicable
 - Corporation (P.C., C-Corporation, S-Corporation, Limited Corporation)
 - Certificate of Incorporation (Articles of Incorporation)
 - Assumed Name Certificate (DBA Certificate for Corporations), if applicable
 - Amendments, if applicable
 - Partnership
 - Partnership Agreement
 - Note: General Partnership Agreement must be filed with the county clerk in each county where the business is located
 - Note: Limited Partnership Agreement must be filed with NYS
 - Amendments, if applicable
 - Sole Proprietorship
 - Certificate of Conducting Business as a Sole Proprietor (DBA Certificate filed in each county business is located)
 - Non-Profit Corporation
 - Certificate of Corporation
 - Organization
 - Meeting minutes indicating authorized individuals to apply for a loan and sign documents on behalf of the organization

FINANCIALS

- Complete copies of previous three (3) years business Federal tax returns to include all worksheets, forms, and schedules
- Accountant Prepared Financial Statements, if available
- Current, signed and dated, year-to-date interim financial statements, **including balance sheet and profit and loss statement**
- Complete copies of previous three (3) years personal Federal tax returns to include all worksheets, forms, and schedules for all principal owners and guarantors
- Completed Personal Financial Statement (PDF on WSB website)
- Three (3) years projections (Start-up businesses only)

PURCHASE

- Copy of purchase contract on subject property (real estate)
- Copy of other invoice/purchase contract (equipment/vehicles)

MISCELLANEOUS

- Business Plan (Start-up businesses only)