

Application Checklist

Please be sure to include all items requested. If you have not yet started your business no business tax returns or checking account statements are required. Everything is submitted at one time. Loan requests will not be processed until all required information is submitted.

Checklist:

- Loan Application form (separate copies of Page 4, 5 and 6 for each owner of 20% or more)
- Business Plan using the UMLF format.
- Cash Flow Projection using the UMLF format (done monthly for 1 year)
- Business tax returns – past 3 years (if that many returns have been filed)
- Copies of 3 months of business checking statements
- Historical financial statements for existing businesses (income statement and balance sheet)
- Organizing Documents for the business (Articles of Incorporation, Articles of Organization or Partnership Agreement.)
- Personal tax returns – Form 1040 (including Itemized Deductions (Schedule A and Schedules C if filed) for the past 3 years (for each owner of 20% or more) No other IRS forms or state tax returns should be included.
- Copies of the last 3 months personal checking/savings and Money Market statements (for each owner of 20% or more)
- Proof of business liability insurance (if in business at time of application)
- Bids, brochures or Internet print out for any use of our funds over \$5000
- Proof of US citizenship or copy of Permanent Resident Card (green card) if not a US citizen. Proof can be a photo copy of your birth certificate; or photo copy of your passport; or, a photo copy of your driver's license with your Social Security card.
- \$50 Application Fee. Check or Money order payable to "UMLF". We do not accept debit or credit cards.

Compile and mail your complete application package to:

Utah Microenterprise Loan Fund
154 Ford Ave
Salt Lake City, UT 84115

The entire package must be submitted in hard copy only. Clip the sections together, no spiral or ring binders please!

Your package will be date stamped when it arrives and packages are worked in the order in which they are received.