



Express Loan Documentation Checklist

To evaluate your loan request as quickly as possible, you, as the applicant, are to provide the following documentation:

1. Completed Express Loan Application
2. Copy of Driver's License for all applicant(s)
3. [Loan Request Detail form](#)
4. [Personal Financial Statement](#)
5. [Global Cash Flow Projection](#)
6. Business Plan, if available, or at a minimum a [Business Summary](#)
7. Most recent year's complete personal Federal tax return with W-2s and, if separate entity, one year's Business tax return
8. If LLC/Partnership/Corporation, a copy of the Business Operating Agreement or Articles of Incorporation

Applications cannot be approved until all documents are submitted.

If you need assistance with any of the required documents, a representative from CommunityWorks can assist you and answer any questions you may have.