

Newport News Revolving Loan Fund Programs Required Documentation

- ___ Last three years of personal tax returns for owners/majority members with $\geq 20\%$ ownership interest
- ___ Recent (within 6 months) personal financial statements for owners/majority members with $\geq 20\%$ ownership interest ([Personal Financial Statement Template](#))
- ___ Owner's resume – must be provided for all owners and managers
- ___ Owner(s) government-issued identification (drivers' license, passport etc.)
- ___ Current balance sheet of business ([Balance Sheet Template](#))
- ___ Last three years of business Profit & loss (P&L) and Year-to-Date (YTD) statements
- ___ Last three years of business tax returns
- ___ Financial projections for the business for three years, first year must be on a monthly basis ([Financial Projection Template](#))
- ___ Detailed listing (work write-up) of proposed renovations with estimated value (if applicable)
- ___ Detailed equipment/furniture/fixture list with value/cost to include installation (if applicable)
- ___ Other information necessary to support application (e.g. estimates, quotes, contracts, invoices, receipts, leases, sales agreements)
- ___ Letters of support/reference letters/letters of intent
- ___ Business plan (if business has been in operation less than 3 years)
- ___ Completed current IRS Form W-9 (REV October 2018) for business- the most recent Version of this form can be found at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>