



Pennsylvania Catalyst Loan Fund Application Checklist

- Application
- Schedule of loans and leases for any debt your business (attached). Do not include personal debt unrelated to the business.
- Tax returns for all businesses in which you own 20% or more of the business. Electronic copies preferred.
- A year-to-date, 2022 statement of profit and loss. This does not have to be accountant prepared, a company prepared statement from QuickBooks or similar software is acceptable.
- Current agings for accounts payable and accounts receivable dated as of the same date as the year-to-date 2022 statement of profit/loss.
- If loan funds are to be used to renovate or acquire real estate, acquire any furniture, equipment, inventory or other items, please provide copies of agreement of sale, quotes or invoices as appropriate.
- If your business operates under a contract or contracts for goods or services, please provide copies of those contracts.
- If available, any marketing or informational materials for your business.
- The attached personal information form for each person who owns 20% or more of the business.

A personal financial statement for all owners greater than 20% (SBA form 413 attached or you may submit a standard bank personal financial statement. If married, complete joint with both signatures. This does not obligate your spouse to guarantee the loan but allows us to take into consideration other household income and assets as part of the decision process.

Full copies of your 2020 and 2021 personal tax returns including all schedules and exhibits. Electronic copies preferred.