



COLORADO

Office of Economic Development
& International Trade

Business Loan Preparedness Checklist

Colorado Startup Loan Fund

Description: The purpose of this checklist is to provide general guidelines for the information most business lenders typically require and is not intended to be a comprehensive list of application documents required for a loan from the Colorado Startup Loan Fund. Needs may vary depending on the size of the loan and the lender.

- Business registration with the Colorado Secretary of State- Articles of Incorporation or Organization, Statement of Foreign Entity (if applicable) and a Certificate of Good Standing
- Employer Identification Number issued from the IRS
- Non-expired Driver's License for any owner with a 20% or higher equity stake in the business
- Business Plan for any business with less than two years of revenues
- [Personal Financial Statement](#) for each owner with a 20% or higher equity stake in the business
- Minimum two years of business tax returns for an existing business and any returns-to-date for a new business
- Two years of financial projections for any business with less than two years of revenues - both Profit and Loss, and Balance Sheet
- If the business is not currently cash flowing, two years of financial projections - both Profit and Loss, and Balance Sheet
- Year-to-date Financial Statements dated within 90 days of application - both Profit and Loss, and Balance Sheet (if applicable)
- Minimum of two years of personal tax returns for any owner with 20% or more equity stake in the company
- A Business Operating Agreement if there is more than one owner with a 20% or more equity stake
- Documentation to support use of funds

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