



# M&T Bank

## Business & Professional Banking

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### Business Loan Package for Start-Up Businesses

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If your Company has been in business for **less than 2 complete years**, please provide the following information:

1. Completed M&T Business Credit application (blank attached).
2. Copy of organizational documents and articles of incorporation (i.e.: Corporations, LLCs, LPs, DBAs, Sole Proprietors; Business Associations (such as Homeowners Assns.) for the applicable legal entity (ies), if applicable.
3. Complete copies of last 3 years personal tax returns on each owner and/or guarantor.
4. Completed M&T PFS personal financial statement on each owner and/or Guarantor.
5. **Business Plan, at a minimum, should be inclusive of the following:**
  - a. **Written description of the business**
  - b. Brief resume on each principal/owner and key management personnel
  - c. **Projected statement of income and expenses for at least three (3) years**
  - d. Projected balance sheet as of opening day
  - e. **Explanation of how you reached your financial assumptions**
  - f. Detailed listing of how business loan proceeds would be used (Sources and Uses)
  - g. **1<sup>st</sup> year monthly cash flow projections will be required** (especially if Small Business Administration (SBA) participation is needed)
6. Completed IRS 4506-T Form for each corporate entity and/or Guarantor(s) (blank attached).
7. Complete copies of **any available** accountant-prepared business/corporate tax returns (if an existing business is being acquired, submission of the last three years business/corporate tax returns are required and interim financial statements, if most recent corporate tax return is more than 90 days old).
8. Copy of an accountant or **any available** company-prepared YTD (interim) financial statement inclusive of an income statement and balance sheet that is a comparison to the prior period.
9. Copies of last 2 to 3 months bank account/analysis statements & merchant credit card processing statements, **if applicable**.
10. Copy of purchase contract/invoice for acquisition, **if applicable**.
11. Copy of rent roll(s)/lease(s), **if applicable**.