

INITIAL ABILITY TO PAY DOCUMENT REQUEST

1. Signed copies of the most recent 5 years of tax returns as filed with the IRS complete with all schedules and attachments.
2. Copies of the most recent 5 years of audited financial statements complete with all notes and supplementary schedules. If no audit is performed, unaudited is acceptable.
3. Year to date financial statements including Balance Sheet, Income Statement, Statement of Retained Earnings, and Cash Flow Statement with comparative figures for the same period of the prior two years.
4. Copies of the 5 most recently prepared years of Budgets and/or Forecasts.
5. An all-inclusive depreciation schedule detailing the assets of the company.
6. For any loans obtained in the past 3 years, a copy of the loan application and any supporting documents.
7. An organization chart detailing all related entities.
8. A written position statement detailing your financial condition and ability to pay. Also, any documents which support your position or which you want us to consider.
9. A copy of the partnership and/or operating agreement and any amendments.
10. Name and telephone number of the person most familiar with the submitted documents to answer questions.
11. For Individuals complete the Data Request Form.

If your claim includes financial distress due to COVID-19 you must include the following documentation:

12. Information submitted to the Small Business Administration, lenders, or local governments requesting financial relief due to COVID-19.
13. Documentation of all relief funds received as well as forgiveness granted.
14. A certified statement that fully describes how COVID-19 impacted your financial health.

If you claim that any information you provide is CBI (Confidential Business Information), please do not use email for submission. Alternative methods of submission include hard copy or compact disc.