

Ord City Sales Tax Application Information Checklist

Use this checklist to ensure you have all pertinent information when you turn in your application. The loan committee requests the following information. There may, however, be additional information the committee will request.

Business Financial Information

- ___ City of Ord Sales Tax Application (signed)
- ___ Business Plan **AND** Projected Two-Year Income & Expenses
- ___ Current Year-to-Date Profit & Loss Statement (signed)
- ___ Current Balance Sheet (signed) **AND** Previous 2 Years, if available
- ___ Letter of Approval from a Bank/Lender (can be a conditional commitment)
- ___ *If Corporation:* 2 years completed corporate tax returns (signed), Articles of Incorporation, By-Laws, Minutes of Last Meeting and Corporate Resolution authorizing loan application and execution of required documents.
- ___ *If Partnership:* Copy of Partnership Agreement **AND** 2 years partnership tax returns (signed)
- ___ *If LLC or LLP:* 2 years completed entity tax returns (signed)
- ___ *If purchasing an existing business,* then supply the business's previous 3 years financial statements **AND** tax returns

Personal Financial Information:

- ___ *If Sole Proprietor:* 2 years completed individual federal tax returns (signed) **AND** Personal Financial Statement
- ___ *If "S" or "C" Corp, LLC or LLP:* 2 years completed individual federal tax returns, if over 25% ownership (signed)
- ___ *If Partnership:* 2 years completed individual federal tax returns for general partners and for limited partners, if over 25% ownership (signed)
- ___ TransUnion and/or Equifax Credit Bureau Report w/score for individual sole proprietors or:
 - If Corporation:* all shareholders with over 25% ownership
 - If Partnership:* all general partners
 - If LLC or LLP:* managersOnly source for free credit reports: www.annualcreditreport.com

Other Information:

- ___ Copy of Valid Driver's License
- ___ Certification and Authorization form (completed and signed)
- ___ \$100.00 non-refundable application fee payable to Valley County Economic Development
- ___ \$15.50 non-refundable fee payable to Valley County Economic Development (for online criminal history check)