



PREPARING FOR A BUSINESS LOAN

1. Create a Business Plan!

2. Determine the legal structure for your business.

*Sole Proprietorship, General Partnership, Corporation, Limited Liability Company, Limited Partnership.

*Seek the advice of an accountant, attorney, or business consultant.

3. Register your business name – name verification.

*County Clerk – Sole Proprietorships

*Department of Labor & Economic Growth, Bureau of Commercial Services, Corporation Division
(517) 241-6470

4. Register with the IRS for payment of federal taxes – www.irs.gov

*EIN (Employer Identification Number) for all business structures but sole proprietorships

*Sole Proprietorships will use owner's social security number.

5. If purchasing an existing business – have signed purchase agreement in place.

6. Establish separate accounting for the business.

*Open a separate business checking account from your personal account.

7. Have up to date financial records.

*Last 2 years tax returns (personal and/or business), completed and filed

*Financial Statements – Income and Balance Sheets (last quarter)

*Personal Financial Statement

8. Develop a relationship with local lenders.

*Competitive rates and terms.

*Facilitates business growth and immediate needs.