



Business Loan Application Checklist

Congratulations on your decision to work with FedEx Employees Credit Association for your business financing needs. You've made a great choice! We have listed the documentation we'll need to get started processing your application. Please be sure to include everything below as part of your application package so that we can ensure the fastest possible response.

If you have any questions, please call us at 901-344-2500 or 1-800-228-8513 or email us at BusinessLoans@fecca.com. We look forward to working with you.

Required Documentation

- Completed and signed business loan application
- Completed and signed personal financial statement for all owners
- Business Financial Statement – Balance Sheet, Profit, & Loss Statement (last two years)
- Signed Personal Federal Tax Returns with all attached schedules (last two years)
- Signed Business Tax Returns with all attached schedules (last two years)
- Completed and signed IRS Form [4506-T](https://www.irs.gov/pub/irs-pdf/f4506t.pdf) found on the IRS webpage
 - <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- Interim financial statements
- Documentation of all assets, personal and business
- Financial projections or business plan
- Twelve month payment history for current commercial loans not reported on personal credit

Additional Documentation as Applicable (We will let you know if we need anything from this list.)

- Accounts Receivable Aging Report
- Accounts Payable Aging Report
- Inventory Listing
- Current Work / Contracts ID
- Equipment Listing
- Copy of Environmental Report
- Copy of Appraisal
- Copy of current mortgage statement showing outstanding balance (refinances)
- Copy of Deed, Survey, and Existing Mortgages
- Copy of Purchase and Sales Agreement, Executed by All Parties
- Corporation/Partnership/Trust Agreement Documents
- Certificate of Existence or Trade Name Certificate if Sole Proprietorship
- Contractors and Cost Estimates of Improvements
- Written explanation of any previous credit problems
- Leases: Self, Tenants, or Other
- Rent Roll
- Name, Phone Number, and Fax Number for Attorney, Accountant, and Insurance Agent