



## McPHERSON COUNTY E-COMMUNITY APPLICATION REQUIRED DOCUMENT CHECKLIST

\_\_\_\_ **Network Kansas Universal Loan Application**

\_\_\_\_ **Application Fee \$50**

\_\_\_\_ **Business Plan** (Detailed information regarding project, executive summary, company description, market analysis, operations and management plan, job creation, projected income, sales, projected growth & economic impact, quality of life impact, and community involvement)

\_\_\_\_ **Cash Flow Statement** (3 years historical for existing; 3-year projections for startups) \*These financial may be presented as a separate document or as part of the Business Plan.

\_\_\_\_ **Applicant(s)' Current Credit Report**

\_\_\_\_ **Applicant(s)' Resume**

\_\_\_\_ **Copy of Applicant(s)' Driver License (s)**

\_\_\_\_ **Guarantee letter from lender/bank**

\_\_\_\_ **Corporation Documents** (IRS documents indicating tax status)

\_\_\_\_ **Copy of Tax ID number** (EIN/TIN)

\_\_\_\_ **Applicant(s)' Tax Returns** (3-years personal if new business, or 3-years of business returns for existing businesses)

### **If applying for a Grow KS Loan: these additional documents will also be required:**

\_\_\_\_ **Personal Financial Statement**

\_\_\_\_ **Business Debt Schedule** (for existing businesses; personal debt schedule for startups)

\_\_\_\_ **Comprehensive Bank Credit Memo** (This document should include financials and a summary that demonstrate it is feasible for the borrower to successfully take on the debt; outline their character and personal abilities to repay the loan.)

**Please submit all required documents to:**

**Debbie Hawkinson, Executive Director, McPherson Chamber of Commerce, 306 N. Main, McPherson, KS 67460. Contact [chamberdirector@mcphersonks.org](mailto:chamberdirector@mcphersonks.org) or 620-241-3303 for questions.**