



# DOCUMENT CHECKLIST

Dear Prospective Client:

Date : \_\_\_\_\_

Thank you for your interest in PRIME BUSINESS CREDIT's factoring services.

In order to expedite our proposed commitment, we ask that the enclosed application, the following documents, and the initial application fee be submitted.

Application (enclosed)

\$ \_\_\_\_\_ good faith application fee

<b>ALL ENTITIES</b>		
REQUESTED	ATTACHED	
<input type="checkbox"/>	<input type="checkbox"/>	Copies of all open invoices
<input type="checkbox"/>	<input type="checkbox"/>	Pending purchase order schedule
<input type="checkbox"/>	<input type="checkbox"/>	Current inventory schedule
<input type="checkbox"/>	<input type="checkbox"/>	List of Customers
<input type="checkbox"/>	<input type="checkbox"/>	Accounts receivable aging (3 – 6 months)
<input type="checkbox"/>	<input type="checkbox"/>	Accounts payable aging (3 – 6 months)
<input type="checkbox"/>	<input type="checkbox"/>	Most current interim financial statements
<input type="checkbox"/>	<input type="checkbox"/>	Annual financial statements (last 2 years)
<input type="checkbox"/>	<input type="checkbox"/>	Business tax returns (last 2 years)
<input type="checkbox"/>	<input type="checkbox"/>	Personal tax returns (last 2 years)
<input type="checkbox"/>	<input type="checkbox"/>	Last quarterly payroll tax filing (941 for Fed. & DE3 for State)
<input type="checkbox"/>	<input type="checkbox"/>	Bank statements for business (6 months)
<input type="checkbox"/>	<input type="checkbox"/>	Personal financial statement (Principals)
<input type="checkbox"/>	<input type="checkbox"/>	Current business license
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>FOR CORPORATION INCLUDE:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Articles of Incorporation
<input type="checkbox"/>	<input type="checkbox"/>	Statement by Domestic Stock Corporation
<input type="checkbox"/>	<input type="checkbox"/>	Corporate By Law or Operating Statement
<input type="checkbox"/>	<input type="checkbox"/>	Fictitious Business Name Statement (if any)
<b>FOR SOLE PROPRIETORSHIP INCLUDE:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Fictitious Business Name Statement
<b>FOR PARTNERSHIP INCLUDE:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Partnership Agreement
<b>FOR LIMITED LIABILITY COMPANY:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Statement of Information (LLC-12)
<input type="checkbox"/>	<input type="checkbox"/>	Article of Organization (LLC-1)
<input type="checkbox"/>	<input type="checkbox"/>	Operating Agreement
<b>FOR TRUST:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Trust Agreement (page shows Trustee names and beneficiaries, and signature page)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of identification of all Trustees