



## **Business Loans from California Capital: What Documents Do You Need to Apply, and Why?**

The documentation we require is similar to all lending institutions. Missing or incomplete documentation will delay the loan application process, so **preparation is key**. Before you apply for a loan, you should have the following documents ready:

- **Business tax returns** – Allows us to verify business income and understand the financial performance of your business over time.
- **Profit and Loss Statement** – Helps us understand recent financial performance. [Click here for a video](#) on how to put together a P&L statement.
- **Balance sheet** – Helps us understand the assets and liabilities of your business. [Click here for a tutorial video](#) on creating a balance sheet.
- **Last 3 months business bank statements** – Allows us to understand the cash flow dynamics of your business.
- **Business debt schedule** – Informs us of other outstanding debt at your company, if any, and allows us to calculate future monthly debt service payments. [Click here for a free template and instructions.](#)
- **Personal tax returns** – Allows us to assess additional income sources. [Click here for info on getting copies of your personal tax returns.](#)
- **Personal Financial Statement** – Allows us to assess personal assets and debts. [Click here for a free template.](#)
- **Current written Business Plan for Start-up businesses** (considered any business less than 2 years). Work with the [Women's Business Center](#) or the [Sacramento Valley SBDC](#) to get help writing your business plan. Remember, working with a business counselor is required for start-up businesses to apply for a loan from us.

**For start-up businesses**, two years of financial projections, prepared on a month-to-month basis, including an explanation of how the revenue (income) and expenses were calculated. Your business counselor can assist with these projections.

**For expanding businesses**, we require a written expansion plan and one year of financial projections prepared on a month-to-month basis. Work with a business counselor if you need help with these items.