



2012 Rhode Island Ave, NE  
Washington, DC 20018

## Documentation to Submit a Loan Application

Thank you for your interest in applying for a loan with Wacif. Listed below are the required and optional documents to submit a loan application. We recommend compiling these items in advance to prepare for the application. Contact [LoanInquiries@wacif.org](mailto:LoanInquiries@wacif.org) or [202-893-9069](tel:202-893-9069) if you have any questions while filling out the application.

### **Required for All Applicants:**

- Personal tax returns and/or business tax returns (1 to 2 years of tax returns, depending on the age of your business)
  - If you have filed an extension for the most recent year, you will need to submit a copy of the extension paperwork
- Business Bank Statements: If you are applying for a loan of \$75,000 or greater, Wacif will require 2 years of business bank account statements. If you are applying for a loan of less than \$75,000, Wacif will require 1 year of business bank statements.

### **Conditionally Required:**

- Business Financials: If you are applying for a loan of \$75,000 or greater, you must submit financials compiled by a CPA. If you are applying for a loan less than \$75,000, CPA-compiled financials are optional but will strengthen your application.
- Business Insurance: If required for your business, please submit proof.
- Active Business License: If required for your business, please submit proof.
- IRS Installment Agreement: If you have an IRS Installment Agreement, you are required to submit proof.

**Optional: The following documentation is optional to submit but will strengthen your loan request. We recommend that you submit these documents if your business has obtained them.**

- Articles of Incorporation
- Operating Agreement
- Certified Business Enterprise (CBE) documentation
- SBA 8A Certification
- Minority Business Certification (MBE)
- Women Owned Business Certification (WBE)
- Other Certifications
- Bios/Resumes of Owners/Management Team
- Business Projections

**Proof of Business and Personal Assets:** Submitting proof of your business and personal assets will strengthen your application. If not submitted, a Wacif Loan Officer may request these documents from you later in the underwriting process.

Wacif reserves the right to request additional documentation during the underwriting process. Submission of all requested documents does not guarantee the approval of your loan request.