



INTERNATIONAL MARKETPLACE Community Investment Fund of Indiana (CIFI)

Loan Application Checklist

Step One: Complete loan application:

- Application is available online at www.capitalizingindiana.org

Step Two: Prepare, complete and include personal information that is required:

- Signed Release Authorization (It is available at www.capitalizingindiana.org)
- Completed Personal Financial Statement
- Include a copy of your personal tax returns for all business owners (last 3 years)

Step Three: Collect business information to be included:

- New start-up businesses require a business plan
- See the attached outline or contact the Indiana Small business Development Center for Assistance
- Loan purpose: Completed Source and Use of Funds (How do you plan to use the loan proceeds)
- Completed Company Debt Schedule (obtain online at www.capitalizingindiana.org)
- Copy of the business tax returns (last 3 years)
- Copy of Current Company Financial Statements (Income statement and Balance sheet)

Step Four: Collect organizational and legal information to be included:

- An application will be accepted without the following information, although your company legal documents will be needed before the loan can be approved.
- New business formation resources for Indiana is available at www.inbiz.com
- An existing business will need a copy of their Articles of Incorporation and Bylaws (legal structure)

Step Five: Contact a CIFI business development officer for assistance and next steps:

- Indianapolis Office Telephone: (317) 960-3710
- Hammond Office Telephone: (219) 779-7870