



THIRD PARTY PREPARED P&L FORM

Please complete this form in its entirety prior to uploading it into the portal.

BUSINESS CONTACT DETAILS	
Borrower Name:	Borrower Business Name:
Business Address (street, city, state, ZIP):	
Business Phone Number:	Business Email Address:
Business Website:	

CPA or licensed Tax Preparer to complete the following section.

PROFIT & LOSS DETAILS		
P&L Period <i>*12- or 24-months required, see guidelines; Must end within 90 days of Note Date*</i>	From:	To:
Gross Income / Receipts / Sales		
- Cost of Goods Sold		
Gross Profit		
BUSINESS EXPENSES		
Total Officer / Owner Compensation		
Employee Wages / Salaries		
Advertising		
Automobile Loans / Leases		
Bank Service Charges		
Insurance Expense		
Interest Expenses		
Maintenance and Repairs		
Meals and Entertainment		
Office Supplies		
Payroll Expenses		
Professional Fees (Accounting, Legal, etc.)		
Rent / Lease Expenses		
Taxes, Permits, and Licenses		
Telephone and Internet Expenses		
Travel Expenses		
Utilities		
Other Expenses		
Total Expenses		
Business Net Profit		
Borrower Ownership Percentage (%)		
Borrower Business Income		
+ Borrower Compensation / Wages		
Total Borrower Qualifying Income *For P&L term only*		

Preparer Signature	Date
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RELATIONSHIP FORM

BUSINESS CONTACT DETAILS	
Borrower Name:	Borrower Business Name:
Business Address (street, city, state, ZIP):	
Business Phone Number:	Business Email Address:
Business Website:	

CPA or licensed Tax Preparer to complete the following section.

RELATIONSHIP DETAILS	
Borrower Position / Title	Borrower Ownership Percentage (%)
Business Formation Date	How long has Borrower owned the business?
Is business active, solvent, and in good standing?	
Type of Business / Business Line of Work	
Has the business operated at a loss in past 12 months? <i>*Measured from date of this form*</i>	
Would withdrawals from business account(s) have an adverse impact on the business? <i>*Required if borrower intends to use business funds for loan down payment and/or closing costs*</i>	
Additional Comments (if applicable)	

PREPARER INFORMATION	
Preparer Name	
Preparer Title	
Preparer Business Name	
Preparer Business Address <i>(street, city, state, ZIP)</i>	
Preparer Phone Number	
Preparer Email Address	
Preparer PTIN	
Preparer CPA License / Certification Number	
Length of business relationship with Borrower?	
Did preparer file Borrower's latest tax return?	
Documentation used to prepare P&L?	

Preparer Signature	Date
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