Documentation Checklist
Business Acquisition or Partner Buy-Out

____ Copy of the offer to purchase.

____ At least three (3) years of accountant prepared financials and tax returns for the business being acquired.

____ Marketing material on the business being acquired.

____ Copy of your business plan, including projections.

____ Complete copies, including all schedules, of the last three (3) federal tax returns for your company and accountant prepared statements, if available.

____ Your company's current interim statements, including a balance sheet and an operating statement, and comparative statements from the prior year for the same period.

____ Complete signed and dated personal financial statement(s) on our form for all owners of the company. (Please include copies of your account statements detailing all material assets and liabilities.) *This form is available on Spectrum's website.*

____ Complete copies of the last three (3) years of personal federal tax returns, including all schedules, for all owners of the company.

____ Signed tax disclosure, 4506-T, for all taxable entities (the business and all owners submitting tax returns). *This form is available on Spectrum's website.*

____ Any available marketing materials for your company.

____ Biography or resume on owners.

____ Three months of business account analysis statements providing detail on existing deposit accounts, loans, and fees.

____ A current accounts receivable and accounts payable aging.

____ A budget and projections detailing anticipated cash flow, when available.

____ All relevant corporate documentation including articles of incorporation (for corporations), certificate of good standing, certificate of incumbency of corporate officers, partnership agreement (for partnerships), and operating agreement (for LLCs).