



VERMONT ECONOMIC DEVELOPMENT AUTHORITY FORGIVABLE LOAN PROGRAM CHECKLIST

The following documents and items are required for VEDA to process your application:

Business/Non-Profit Name:	<u>Check if Attached</u>
Completed and signed VEDA Forgivable Loan Program Application. Electronic signatures are acceptable with consent.	
Completed and signed Electronic Signature Disclosure and Consent Agreement	
Copy of one of the forms of identification (front and back) listed below, for each business owner of 20% or more: <div style="display: flex; justify-content: space-around;"> <div>State-issued Driver's License</div> <div>Passport</div> </div> <div style="display: flex; justify-content: space-around;"> <div>Military Identification Card</div> <div>US Resident Alien Identification Card</div> </div> <div style="text-align: center;">Other Government-issued Identification Card with photo</div>	
Complete 2019 Business Tax Return	
Complete 2020 Business Tax Return	
Complete 2021 Business Tax Return	
Company prepared year to date income statement for the 6 months ending 6/30/22. If your business has seasonal fluctuations also provide the comparable 6/30/2019 (6-month) income statement.	
If your operating business pays rent to an affiliated real estate holding company, provide 3 years of tax returns and a year-to-date interim statement for the real estate holding company.	
Written explanations on any items in Section III of the Application that you could not fit into the space provided.	
Written explanation(s) of any figures entered into the Other Adjustments line on the FLP Calculator Tool.	
Written explanation of any other specific information about your business that may be useful in reviewing this application.	
Completed FLP Calculator Tool	

The following documents and items will be required before VEDA can fund your forgivable loan. We highly encourage you to submit these documents with your application to avoid delays if your application is approved.

(Note: Additional information may be requested by the Lender as deemed necessary.)

Bank account information to transfer funds	
Application Supplemental – To be sent to the applicant upon approval, as warranted	
<i>Corporate Documents for your business type (include all bulleted items):</i> <div style="margin-left: 20px;"> Corporation <ul style="list-style-type: none"> Articles of incorporation Bylaws List of Directors and their e-mail addresses Need name and email of person who will be signing loan documents on behalf of Corporation. </div> <div style="margin-left: 20px;"> Limited Liability Company <ul style="list-style-type: none"> Articles of Organization Operating Agreement List of Members and their e-mail addresses List of Managers (if manager managed LLC) and their e-mail addresses Need name and email of person who will be signing loan documents on behalf of LLC </div> <div style="margin-left: 20px;"> Partnership <ul style="list-style-type: none"> Registration with Sec of State, if applicable Partnership Agreement List of all Partners and their e-mail addresses Need name and email of person who will be signing loan documents on behalf of Partnership </div>	