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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 Chicago Patrolmen's Federal Credit Union'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 Chicago Patrolmen's Federal Credit Union'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).