

Document Submission Checklist

Completed & Signed Commercial Credit Application

Description of Equipment or Vehicle to be Financed including:

- Requested Delivery Date
- Vendor invoice or quote (if available)
- Cost breakdown
 - Software
 - Installation
 - Shipping
 - Other Costs

Summary of operations

- Reason for equipment/vehicle purchase
- Explanation of any credit problems or discrepancies

Financial Statements

Financial statements required on all transactions exceeding \$75,000 unless stated otherwise.

- Most recent two years of (audited or reviewed) complete year-end financial statements
- Latest interim financial statements
- Should client not have prepared financial statements, we will require signed tax returns including all schedules and internally produced financial statements for the most recent two years.
- If closely held, we will require a completed ECP Commercial Credit Personal Financial Statement and the most recent two years of Federal personal tax returns.