

Ord City Sales Tax Application Information Checklist

This list is a useful tool to help you make sure you have all pertinent information when you turn in your application. The loan committee requests that you provide the following information. There may, however, be additional information the committee will request.

Business Financial Information

- ___ City of Ord Sales Tax Application (signed)
- ___ Business Plan, including projected two-year income and expenses
- ___ Current year-to-date Profit and Loss Statement (signed)
- ___ Recent balance sheet (signed) and previous 2 years, if available
- ___ Letter of Approval from a bank/lender (this can be a conditional commitment)
- ___ *If Corporation:* 2 years complete corporate tax returns (signed), Articles of Incorporation, By-Laws, Minutes of last Meeting and Corporate Resolution authorizing loan application and execution of required documents.
- ___ *If Partnership:* Copy of Partnership Agreement and 2 years partnership tax returns (signed)
- ___ *If LLC or LLP:* Two years complete entity tax returns (signed)
- ___ If purchasing an existing business, then supply the business's previous 3 years financial statements and tax returns

Personal Financial Information:

- ___ *If Sole Proprietor:* Two years completed individual federal tax returns (signed)
- ___ *If "S" or "C" Corp, LLC or LLP:* Two years complete individual federal tax returns, if over 25% ownership (signed)
- ___ *If Partnership:* Two years complete individual federal tax returns for general partners and for limited partners, if over 25% ownership (signed)
- ___ Credit Bureau Report w/ score for individual sole proprietors or for:
 - If Corporation:* all shareholders with over 25% ownership
 - If Partnership:* all general partners
 - If LLC or LLP:* managers

Other Information:

- ___ Copy of Valid Driver's License
- ___ Certification and Authorization form (completed and signed)
- ___ \$100.00 non-refundable application fee payable to Valley County Economic Development
- ___ \$12.50 non-refundable fee payable to Nebraska State Patrol
- ___ Authorization forms for Child Registry and Criminal History Checks