



## PROSPECT CLIENT DOCUMENT CHECK LIST

Dear Prospective Client:

Thank you for your interest in New Commercial Capital, Inc.'s factoring services. In order to ensure prompt review, we ask that you submit the following:

- Application (Enclosed)
- Documentation Fee (\$ \_\_\_\_\_ )

While we are processing your application, please assemble applicable documents marked hereinbelow to complete your application package.

**ALL ENTITIES:**

- Annual Financial Statement (last \_\_\_\_\_ year(s))
- Most recent interim financial statement
- Most current accounts receivable aging
- Business tax returns (last \_\_\_\_\_ year(s))
- Last quarterly payroll tax filing (941 for Fed. & DE 3 for State)
- Bank Statement (last \_\_\_\_\_ year(s))
- Personal Financial Statement (Principal)
- Current business license
- Blank letterheads (5 sheets)
- Bad Debt Expenses (last 3 years)
- \_\_\_\_\_

**IF CORPORATION, INCLUDE:**

- Articles of Incorporation
- Statement by Domestic Stock Corporation

**IF SOLE PROPRIETORSHIP, INCLUDE:**

- Fictitious Business Name Statement

**IF PARTNERSHIP, INCLUDE:**

- Partnership Agreement

**IF LIMITED LIABILITY COMPANY, INCLUDE:**

- Articles of Organization