



Self-Employed Business Narrative

This form should be completed by an employee (non-relative) of the borrower's business who has knowledge of its operations and finances. Typical roles include Controller, Treasurer, VP of Finance, Finance Manager, Accounting Manager, or Human Resources Manager. If the business has no employees other than the borrower, the borrower may complete the form themselves. Alternatively, a third-party with direct knowledge of the business, such as a Certified Public Accountant or IRS Enrolled Agent, may also complete the form.

Borrower & Business Information

Borrower's Name:

Name of Business:

Date Business Started:

Number of Owners:

Borrower's Ownership %:

Business Legal Structure: ☐ Sole Proprietor ☐ Partnership ☐ LLC ☐ Corporation ☐ Sub-S Corporation

Number of Employees: ☐ 0 ☐ 1-5 ☐ 6-10 ☐ 11-25 ☐ 26+

Business Location & Facilities

Primary Business Address:

Above address is a: ☐ Residence ☐ Commercial/Warehouse

Total Business Locations: ☐ 1 ☐ 2-5 ☐ 6+

Ownership of Business Locations: ☐ All owned ☐ All leased ☐ Mixed (Owned: ____ / Leased: ____)

Business Activity & Industry

Summarize the nature of the business:

How does the business generate revenue (e.g., services provided, product sales, client contracts)?

What payment methods does the business accept? (*Check all that apply*):

- ☐ Check ☐ Wire Transfer ☐ Intuit ☐ PayPal ☐ Visa Cash App
☐ Cash ☐ ACH Deposit ☐ Venmo ☐ Zelle ☐ American Express Payment App
☐ Other (*describe*):

Describe any machinery or equipment required for business operations:

Does the business require inventory (raw material or finished goods) to generate sales? ☐ Yes ☐ No
If yes, describe the inventory and turnover ratio:



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Using the North American Industry Classification System (NAICS) below, please check the industry that best describes this business:

- | | |
|---|---|
| <input type="checkbox"/> Agriculture, Forestry, Fishing and Hunting | <input type="checkbox"/> Finance and Insurance |
| <input type="checkbox"/> Mining, Quarrying, Oil and Gas Extraction | <input type="checkbox"/> Real Estate, Rental and Leasing |
| <input type="checkbox"/> Utilities | <input type="checkbox"/> Professional, Scientific, and Technical Services |
| <input type="checkbox"/> Construction (Home & Remodeling) | <input type="checkbox"/> Administrative- Support-Waste Management |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Educational Services |
| <input type="checkbox"/> Wholesale Trade | <input type="checkbox"/> Health Care and Social Assistance |
| <input type="checkbox"/> Retail Trade | <input type="checkbox"/> Arts, Entertainment, and Recreation |
| <input type="checkbox"/> Transportation and Warehousing | <input type="checkbox"/> Accommodation and Food Services |
| <input type="checkbox"/> Information | <input type="checkbox"/> Other Services (except Public Administration) |

☐ I confirm the business is still currently open and active.

Name: _____

Company: _____

Title: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

Please note: Bank Statement loans utilizing a CPA/Tax Preparer Expense Letter to support the bank statement income calculation are required to have this form signed by the borrower prior to closing.