

## MICHIGAN EMPLOYMENT LOAN FUND - APPLICATION CHECKLIST

Please review each item and check off the box for completion. **You must submit ALL items in order for your loan to be processed.** Loan decisions are generally issued within two weeks but your loan decision will take longer if you do not send in all required information.

- Eligibility Determination Worksheet
- Loan Application
- Budget Worksheet – each applicant must complete a budget worksheet
- Acknowledgment and Waiver and Authorization to Release Information
- Proof of Income
  - Pay stub, benefit letter, or other statement that can verify income - must be dated within 30 days from the date of application
- Proof of Identity & Residency
  - Valid picture ID (Michigan driver's license or State of Michigan ID) with current address. **The address on your ID must match the address on your loan application and it must be notarized by a Notary Public.**
  - Copy of your social security card
- Price quotes for all items to be purchased or modifications to be completed as well as price quotes for any training needed to use the equipment purchased with the loan.
  - This estimate should come from a vendor/seller of the equipment or service and should include exact specifications whenever possible. If you're applying for a vehicle, your price quote must include the make, model, model year and mileage of the vehicle. *Vehicle loans should not exceed the blue book value of the vehicle.* **Tell us how the vehicle is related to this business.**
- Written proof of funding from other sources, if applicable. If your funding is contingent on this loan, please tell us that and let us know the name and number of the person at the funding agency.

### **For Self-Employment:**

- Business Plan
- Signed tax returns for prior two years – if you submitted your tax returns electronically, you will still need to sign the forms

### **For Employees:**

- Proof of telework (promise letter by employer of employment or of agreement to do all or a portion of your work from home)

**Mail completed application to United Cerebral Palsy of Michigan  
4970 Northwind Drive, Ste. 102, East Lansing, MI 48823**