

Instruction Guide *for the* Small Business Administration's Personal Financial Statement (Form 413)

*“Your
comprehensive
step-by-step
SBA Form 413
guide”*

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Date	5
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Business Name of Applicant/ Borrower	5
Assets.....	Error! Bookmark not defined.
IRA or Other Retirement Account	Error! Bookmark not defined.
Accounts and Notes Receivable	Error! Bookmark not defined.
Life Insurance – Cash Surrender Value Only	Error! Bookmark not defined.
Stocks and Bonds	Error! Bookmark not defined.
Real Estate	Error! Bookmark not defined.
Automobile – Present Value	Error! Bookmark not defined.
Other Personal Property	Error! Bookmark not defined.
Other Assets	Error! Bookmark not defined.
Total	Error! Bookmark not defined.
Liabilities.....	Error! Bookmark not defined.
Accounts Payable	Error! Bookmark not defined.
Notes payable to Banks and Others	Error! Bookmark not defined.
Installment (Auto)	Error! Bookmark not defined.
Installment (Auto) Monthly Payment	Error! Bookmark not defined.
Installment Account (other)	Error! Bookmark not defined.
Installment Account (other) Monthly Payment	Error! Bookmark not defined.
Loan on Life Insurance	Error! Bookmark not defined.
Mortgages on Real Estate	Error! Bookmark not defined.
Unpaid Taxes	Error! Bookmark not defined.
Other Liabilities	Error! Bookmark not defined.
Total Liabilities	Error! Bookmark not defined.
Net Worth	Error! Bookmark not defined.
Total	Error! Bookmark not defined.
Section 1. Source of Income	Error! Bookmark not defined.
Salary	Error! Bookmark not defined.
Net Investment Income	Error! Bookmark not defined.
Real Estate Income	Error! Bookmark not defined.
Other Income (Describe below)	Error! Bookmark not defined.
Contingent Liabilities	Error! Bookmark not defined.
As Endorser or Co-Maker	Error! Bookmark not defined.
Legal Claims & Judgments	Error! Bookmark not defined.
Provision for Federal Income Tax	Error! Bookmark not defined.

Other Special Debt **Error! Bookmark not defined.**

Section 2. Notes Payable to Banks and Others**Error! Bookmark not defined.**

Name and Address of Noteholder(s)**Error! Bookmark not defined.**

Original Balance **Error! Bookmark not defined.**

Current Balance **Error! Bookmark not defined.**

Payment Amount - Frequency (monthly, etc.)**Error! Bookmark not defined.**

How Secured or Endorsed - Type of Collateral**Error! Bookmark not defined.**

Section 3. Stocks and Bonds ...**Error! Bookmark not defined.**

Number of Shares **Error! Bookmark not defined.**

Name of Security **Error! Bookmark not defined.**

Cost **Error! Bookmark not defined.**

Market Value Quotation/Exchange**Error! Bookmark not defined.**

Date of Quotation Exchange **Error! Bookmark not defined.**

Total Value **Error! Bookmark not defined.**

Section 4. Real Estate Owned ..**Error! Bookmark not defined.**

Type of Property **Error! Bookmark not defined.**

Address **Error! Bookmark not defined.**

Date of Purchase **Error! Bookmark not defined.**

Original Cost **Error! Bookmark not defined.**

Present Market Value **Error! Bookmark not defined.**

Name and Address of Mortgage Holder**Error! Bookmark not defined.**

Mortgage Account Number **Error! Bookmark not defined.**

Mortgage Balance **Error! Bookmark not defined.**

Amount of Payment per Month/Year**Error! Bookmark not defined.**

Status of Mortgage **Error! Bookmark not defined.**

Section 5. Other Personal Property and Other Assets**Error! Bookmark not defined.**

Other Personal Property and Other Assets**Error! Bookmark not defined.**

Section 6. Unpaid Taxes**Error! Bookmark not defined.**

Unpaid Taxes **Error! Bookmark not defined.**

Section 7. Other Liabilities**Error! Bookmark not defined.**

Other Liabilities **Error! Bookmark not defined.**

Section 8. Life Insurance Held ..**Error! Bookmark not defined.**

Life Insurance Held **Error! Bookmark not defined.**

Signatures**Error! Bookmark not defined.**

Signature **Error! Bookmark not defined.**

Date **Error! Bookmark not defined.**

Social Security Number **Error! Bookmark not defined.**

Introduction to SBA Form 413

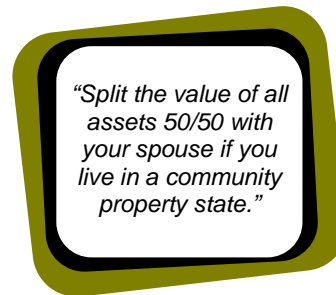
The United States Small Business Administration (SBA) publishes Form 413, the Personal Financial Statement, which is completed by business owners when they apply for SBA services such as loans and certifications like for the 8(a) Business Development Program.

Other federal and state agencies also require various program applicants to submit the SBA Form 413, Personal Financial Statement for businesses seeking Disadvantaged Business Entity (DBE) status as well as other government services.

Getting Started

Each applicant and his or her spouse need to complete a separate Form 413. Before filling in the form, determine which assets are joint assets held by both spouses and which assets are individually owned. In community property states, all assets are considered to be jointly owned by married couples and should be split 50/50 unless otherwise stated in a legal document such as a prenuptial agreement. The following States are community property states:

- Arizona.
- California.
- Idaho.
- Louisiana.
- Nevada.
- New Mexico.
- Texas.
- Washington.
- Wisconsin.



Financial Disclosure Requirements

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Required Financial Information

Before getting started, have all of your financial information available so that you can copy account numbers, current statement balances, addresses of creditors, etc. onto the form. A good rule of thumb is to have all financial information associated with income, debt, and assets such as real estate, IRA's and bank accounts.

Step-by-Step Instructions

Each section of form 413 is addressed in the following paragraphs. Note that the form has been broken into 8 sections, each with detailed information pertaining to each data field. A completed sample form and a blank 413 form are also included as attachments for your convenience.

Contact Information

PERSONAL FINANCIAL STATEMENT

OMB APPROVAL NO. 3245-0188
EXPIRATION DATE: 8/31/2011

U.S. SMALL BUSINESS ADMINISTRATION

As of _____, _____

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name _____ Business Phone _____

Residence Address _____ Residence Phone _____

City, State, & Zip Code _____

Business Name of Applicant/Borrower _____

ASSETS _____ LIABILITIES _____

A Name and Address
Enter your full name (First, Middle and Last) as it appears on your Federal tax return.

B Expiration Date
Please ensure that you have the latest version of the 413 form. The expiration date of latest version of form 413 as of the publication date of this instruction is August 31, 2011.

C Date
Enter the month, day and year that you finish filling in form 413; e.g. December 1, 2008

D Phone Numbers
Enter your business and primary residence phone. If they are the same, enter the same number twice. The government representatives that review your Form 413 will consider it incomplete if ANY fields are left blank.

E Business Name of Applicant/ Borrower
Enter the name of your business as it is shown on the latest business federal tax return.

"Complete each field on form 413 or the government reviewers will consider it incomplete."

This is a SAMPLE - The full Form 413 kit instruction continue for 30 more pages