



# Business Narrative Form for Self-Employment

This form must be completed by an employee (non-relative) of the borrower’s business, with knowledge and information of the operations and finances of the business. Typical positions held by this employee would include: Controller, Treasurer, V.P. Finance, Finance Manager, Accounting Manager or Human Resources Manager. This form can also be completed by a third-party individual with direct knowledge of the borrower’s business, such as a Certified Public Accountant or an IRS Enrolled Agent.

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

- Retail Trade

Wholesale Trade

Accommodation- Food Service

Agriculture-Forestry-Fishing-Hunting

Construction (Home & Remodeling)

Manufacturing

Transportation-Warehousing

Utilities

Educational Services
- Mining-Quarrying-Oil & Gas Extraction

Administrative-Support-Waste Management Information

Real Estate-Rental and Leasing

Arts-Entertainment-Recreation

Professional-Scientific-Technical Service

Health Care-Social Assistance

Finance and Insurance

Other Services

2. Name of business:

3. Number of owners:

4. Service or product provided:

5. Date business started:

6. Business legal structure:      Partnership      Corporation      Sub-S Corporation      LLC

7. Business location (primary address):

Residence      Commercial / Warehouse

8. Number of business locations:      1      2-5      Greater than 5

9. Are these locations:      Owned      Leased

10. Number of employees:      0 - 5      6-10      11 - 25      Greater than 25

11. Describe any machinery or equipment required for business operations:

12. Does the business require inventory (raw materials or finished goods) to generate sales?

Yes      No

If yes, describe the inventory and turnover ratio:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date