

Now that you have completed your **expression of interest for the IBA Business Relief Package**, we will work with you to gather important financial information and other documentation that will be used throughout the application process.

We understand that IBA support may be time critical for you, so in order to assist us in preparing you for finance or business support, we have created this check list to assist you in gathering your information. If there are items on this list that you cannot provide, please advise your Business Support Officer immediately, failure to do so will cause delays.

It also important to know that while progressing to a finance application (or at any other appropriate time during the expression of interest process), you may be required to provide additional documentation that is not on this checklist, to support your application.

In order to get started you will firstly need to complete and provide:

Privacy consent.

Confirmation of descent ([statutory declaration](#)).

Certified copy of photo identification (for example: drivers licence, passport, proof of age card).

The IBA website has more information on [who can certify a document for identification purposes](#).

For companies/sole traders/partnerships copies of the following documents are required in order for you to progress to loan application.

Copies of 2018-19 and 2019-20 tax returns and financial statements.

Current interim management trading accounts to 30 June 2021 (or latest quarter period available) if accountant prepared financials and tax returns are not available.

Current aged accounts receivable and payable as at last completed month prior to application.

ATO tax and GST portal statements to 30 June 2021, including any documented payment arrangements approved by the ATO.

Bank statements for the business account for the preceding 3 months prior to the date of the application.

A personal statement of assets and liabilities.

Personal taxation returns of the proprietor/s for 30 June 2019 and 30 June 2020 (if available).

Bank statements of the proprietor for the preceding 3 months prior to the date of the application.