

INSTRUCTIONS FOR COMPLETING PERSONAL FINANCIAL STATEMENT

1. *All owners of the firm claiming social and economic disadvantage status must complete this form.*
2. *Each owner claiming social and disadvantage status must complete a separate form.*
3. *For all married owners for whom property and assets are held jointly, only one form should be completed. The signature and social security number of the owner and their spouse must be provided.*
4. *For all married owners for whom all property and assets are not jointly owned, each spouse must complete a separate form. The signature and social security number of the owner and their spouse must be provided.*
5. *Pursuant to 49 CFR, Part 26, Section 26.67(a)(2)(ii), the information you provide on this form is protected from disclosure to third parties unless you give written consent for the disclosure.*
6. *Provide name, address, city, state, zip, and phone number of owner and spouse, name of business and business phone number.*
7. *List all assets of owner and spouse. Add the amounts and provide a total.*
8. *List all liabilities of owner and spouse. Add the amounts for the total liabilities.*
9. *Subtract Liabilities from Assets = Net Worth*
10. *Add total liabilities + Net Worth = Total*

Section 1:

- List Source(s) of Income
- List Contingent Liabilities

Section 2:

List outstanding notes payable to banks, including savings and loans, finance companies, and others. Complete all sections relating to the original balance, current balance, payment amount, frequency and how the note is secured or collateralized.

Section 3:

Provide a complete listing of all stocks, bonds, mutual funds, and exchange traded funds held. **Do not** list stock held for the primary business. Instead, provide a Year-End Balance Sheet for the primary business.

Section 4:

List each parcel of real estate separately beginning with the primary residence (Property A); add an attachment for more property if necessary. List the sum of the present market value(s) of all owned property in the **Assets** section on page 1. List the sum of the mortgage balance(s) of all owned property in the **Liabilities** section on page 1.

Section 5:

Describe any personal property or other assets, such as, furniture, artwork, jewelry, furs, etc. in this section. If any property or assets are pledged as security or collateral, state the name and address of the lien holder, amount of the lien, terms of the payment, etc. The value of personal property or other assets is determined by the cost. If personal property or other assets are pledged as security or collateral, indicate the amount of the difference between the cost and the balance of the lien debt.

Section 6:

Describe any unpaid taxes or tax liens in detail, as to type, to whom payable, when paid, amount and to what property, if any, a tax lien is attached. If payment arrangements have been established, please provide payment schedule(s).

Section 7:

Describe any other liabilities not accounted for in other sections of the Liabilities section.

Section 8:

List any life insurance policies held by the face amount and cash surrender value for owner and spouse. Provide the names of the insurance company and beneficiaries.

Reminder:

- Married couples with joint assets complete one form.**
- Married couples whose property and assets are not jointly owned complete separate forms.**
- Signatures required for owner claiming social and economic disadvantage, and their spouse.**

Please direct questions and inquiries to:
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