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**New Mexico SEEDLOANS Program**

**LOAN APPLICATION INSTRUCTIONS**

Step 1. Complete the attached Acción Loan Application

Step 2. Complete the attached NM SEEDLOANS Application

Step 3. Complete the attached Disclosure Consent Form

Step 4. Complete the attached Contact Form

Step 5. If you are applying for a loan for self-employment or home-based business, please submit a Business Plan. A copy of a Business Plan is attached for your use if necessary.

Step 6. Submit your last 2 years of Income Taxes and a copy of a valid New Mexico Picture ID.

Step 7. Submit to: Larry Maestas, NM SEEDLOANS Project Coordinator

 PO BOX 6588

 Albuquerque, NM 87197

Step 8. Acción will review and process your application within three business days. If the bank for any reason declines your application then the NM SEEDLOANS Committee will review your loan request to consider approving the loan under the NM SEEDLOANS guarantee program.

*The staff at NM SEEDLOANS is available to help you with completing this application, please call us at 1-855-891-8295 or* *nmseedloans@gmail.com*

*Or, you may also contact your local Small Business Development Center.*

*Go to:* [*http://www.nmsbdc.org/locations.html*](http://www.nmsbdc.org/locations.html) *and click on the location nearest you.*