

## Business Loan Application

### **BUSINESS INFORMATION**

Business name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (    )-\_\_\_\_\_-\_\_\_\_\_  
Tax ID: \_\_\_\_\_  
Individual Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_

### **Ownership Distribution (attach separate sheet if required)**

*List stockholders, partners, and owner names*

|             |              |                   |          |              |
|-------------|--------------|-------------------|----------|--------------|
| Name: _____ | Title: _____ | # of years: _____ | %: _____ | SSN #: _____ |
| Name: _____ | Title: _____ | # of years: _____ | %: _____ | SSN#: _____  |
| Name: _____ | Title: _____ | # of years: _____ | %: _____ | SSN#: _____  |

Nature of Business: \_\_\_\_\_  
Year established: \_\_\_\_\_ Number of Employees: \_\_\_\_\_  
Years at Present Location: \_\_\_\_\_ Own: \_\_\_\_\_ Lease: \_\_\_\_\_

### **BUSINESS BACKGROUND INFORMATION**

(Please provide a brief history of your business, future plans and projections, and describe your products and/or services and competition)

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### **PERSONAL BUSINESS EXPERIENCE**

If you have been in the business for less than five years, please describe your previous business experience (include business background, management experience, and training or include a resume)

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### **LOAN REQUEST**

Amount of Loan Requested \$ \_\_\_\_\_

**Specific Loan Purpose** (check all that apply):

☐ Working Capital    ☐ Finance Purchase of Inventory    ☐ Finance Purchase of Equipment  
☐ Finance Purchase of Real Estate    ☐ Refinance Existing Loan or Debts    ☐ Other (state type of loan required and loan purpose) \_\_\_\_\_



## **FINANCIAL INFORMATION**

**Business Debt Schedule (attach additional information if applicable)**

|                               | Loan #1 | Loan #2 | Loan #3 | Loan #4 |
|-------------------------------|---------|---------|---------|---------|
| Creditor Name                 |         |         |         |         |
| Loan Purpose                  |         |         |         |         |
| Original Loan Amount          |         |         |         |         |
| Original Loan Date            |         |         |         |         |
| Interest Rate                 |         |         |         |         |
| Current Balance               |         |         |         |         |
| Maturity Date                 |         |         |         |         |
| Monthly Payment               |         |         |         |         |
| Estimated Value of Collateral |         |         |         |         |

## **MISCELLANEOUS INFORMATION**

Are tax liabilities current? [ ☐ ] Yes [ ☐ ] No      Settled through: \_\_\_\_\_

Is the business an endorser, guarantor, or co-maker for any obligation not listed in the financial statements? [ ☐ ] Yes [ ☐ ] No

If yes, what is the contingent liability? \_\_\_\_\_

Has the business or the principal owner ever declared bankruptcy? [ ☐ ] Yes [ ☐ ] No

*If yes, provide details on a separate sheet.*

Is the business a defendant in any lawsuit? [ ☐ ] Yes [ ☐ ] No

*If yes, provide details on a separate sheet.*

Does the business have a pension fund? [ ☐ ] Yes [ ☐ ] No

Does this business have a profit-sharing plan? [ ☐ ] Yes [ ☐ ] No

If so, does the plan have any unfunded pension liabilities? [ ☐ ] Yes [ ☐ ] No      Amount: \$ \_\_\_\_\_

**APPRAISAL:**

We may order an appraisal to determine the property's value and charge you for this appraisal. In the event the property is a 1 to 4 family residential property, we will promptly give you a copy of any such appraisal, even if your loan does not close.

**CERTIFICATION:**

The undersigned certifies that, to the best his or her knowledge and belief, all information contained in this loan application and in the accompanying statements and documents is true, complete and correct. The undersigned agrees to notify the Credit Union immediately of any material changes in this information. It is further agreed that, whether or not the loan herein applied for is approved, the undersigned will pay or reimburse the Credit Union for the costs, if any, of surveys, title or mortgage examinations, appraisals, etc., performed by non-Credit Union personnel with the consent of the applicant. The undersigned authorizes the Credit Union to obtain credit reports in connection with this application for credit and for any update. The undersigned authorizes the Credit Union to contact any bank and trade creditors it deems necessary without further notice.

Business name (print): \_\_\_\_\_

Applicant name and title (print): \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_



## PERSONAL FINANCIAL STATEMENT

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 #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Business Name of Applicant/Borrower: \_\_\_\_\_

| ASSETS   |  | LIABILITIES _____ (-Negative Amounts)               |  |
|--|--|---|--|
| Cash on Hand & in Banks  |  | Accounts Payable                                    |  |
| Savings Accounts   |  | Notes Payable to Banks & Others                     |  |
| IRA or Other Retirement Account  |  | Installment Account (Auto)                          |  |
| Accounts & Notes Receivable  |  | Installment Account - Other                         |  |
| Life Insurance - Cash Surrender Value Only - <i>Complete Section 7</i> |  | Loan on Life Insurance                              |  |
| Stocks & Bonds - <i>Describe in Section 2</i>                          |  | Mortgages on Real Estate                            |  |
| Real Estate - <i>Describe in Sections 3 &amp; 3a</i>                   |  | Unpaid Taxes - <i>Describe in Section 5</i>         |  |
| Automobile - Present Value   |  | Other Liabilities - <i>Describe in Section 6</i>    |  |
| Other Personal Property - <i>Describe in Section 4</i>                 |  | <b>Total Liabilities</b>                            |  |
| Other Assets - <i>Describe in Section 4</i>                            |  | <b>Net Worth = Total Assets - Total Liabilities</b> |  |
| <b>Total Assets</b>  |  |   |  |

| SECTION 1. Source of Income |  | Contingent Liabilities          |  |
|-----------------------------|--|---------------------------------|--|
| Salary                      |  | Endorser or Co-Maker on Note    |  |
| Net Investment Income       |  | Legal Claims/Judgments          |  |
| Real Estate Income          |  | Provision of Federal Income Tax |  |
| Other Income*               |  | Other Special Debt              |  |

**\*Description of Other Income in Section 1**

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**SECTION 2: Stocks & Bonds**

(Use attachments if necessary). Each attachment must be identified as a part of this statement & signed.

| # of Shares | Name of Securities | Cost | Market Value | Total Value |
|-------------|--------------------|------|--------------|-------------|
|             |                    |      |              |             |
|             |                    |      |              |             |

**SECTION 3: Personal Residence(s)**

|                                |  |
|--------------------------------|--|
| Ownership Name                 |  |
| Address                        |  |
| Date Purchased                 |  |
| Original Cost                  |  |
| Estimated Present Market Value |  |
| Mortgage Balance               |  |

**SECTION 3A: Investment Real Estate** (Attach schedule of investment real estate if applicable.)

**SECTION 4: Other Personal Property & Other Assets** (Describe, and if any is pledged as security, state name & address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency).

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**SECTION 5: Unpaid Taxes** (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any a tax lien attaches.)

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**SECTION 6: Other Liabilities** (Describe in detail)

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**SECTION 7: Life Insurance Held** (Give face amount & cash surrender value of policies - name of insurance company and beneficiaries).

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I authorize the Credit Union to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C.1001).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_