



Member Business Loan Application

Officer Name:		Officer #:	Phone #:
Credit Union #:	Credit Union:	Approval Authority Level:	Individual MBL Committee CU Board

To be completed by Borrower(s)

Purpose

The following information is needed to better understand the lending needs for your business.

Select all that apply.

General or Capital Expenditures	Business Improvements	Purchase an Existing Business	Purchase Price: _____
Startup	Refinance or Debt Consolidation	Purchase of Real Estate	Down Payment: _____
Working Capital (specify use): _____		Purchase Vehicle (please describe): _____	
Other: _____		Purchase Equipment (please describe): _____	

Modification to an existing Credit Union loan (excluding interest rate & fee changes) Existing loan #: _____
Change Requested (please describe): _____

Product

Tell us which loan product(s) will help you meet your business needs.

New	Increase	Renewal				
Product	Requested Interest Rate	Term (in months)	Amortization (in months)	Amount Requested	Monthly Payment Amount	
Commercial Real Estate						
Construction & Development						
Line of Credit						
Equipment Loan						
Other:						

Business Information (Applicant/Borrower)

The following information is required to process your loan request(s). Please complete all sections.

Business Legal Name: _____

Doing Business as (DBA) Name, if any:	Primary Contact:		
Tax I.D. #:	Telephone #:	Email Address:	
Street Address (no P.O. Boxes): Own Rent	City:	State:	Zip Code:
Mailing Address (if different):	City:	State:	Zip Code:

Corporation Trust Limited Liability Company (LLC) Non-Profit Professional Association
 Sole Proprietorship Limited Partnership General Partnership LLP Other: _____

Does Business and/or Affiliates Have Any Existing Government Guaranteed Debt (SBA, USDA B&I, etc...)? Yes If Yes, please indicate total amount outstanding: _____
No Agency: _____

Date Business Established:	State of Incorporation:	Number of Employees After Financing
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Explain Nature of Business:
 Real Estate Manufacturing Wholesale Retail Service Agricultural Construction Other

List any Affiliated Companies: _____

Business Ownership/Key Personnel (attach separate sheet if required)

Name:	Title:	# of years:	% ownership:	SSN #:	Authorized Signor: Yes No
Name:	Title:	# of years:	% ownership:	SSN #:	Authorized Signor: Yes No
Name:	Title:	# of years:	% ownership:	SSN #:	Authorized Signor: Yes No
Name:	Title:	# of years:	% ownership:	SSN #:	Authorized Signor: Yes No
Name:	Title:	# of years:	% ownership:	SSN #:	Authorized Signor: Yes No
Name:	Title:	# of years:	% ownership:	SSN #:	Authorized Signor: Yes No

Collateral to Secure your Small Business Loan

The following information will help us better understand the assets being pledged to secure your business loan request(s).

CHECK ONLY the following collateral that is being offered to secure your Small Business loan request(s). Current Value, Lien(s), description & owner name(s) are required for all pledged collateral.

Collateral	Current Value	Current Lien(s) <small>(Amount Outstanding/To Whom Payable)</small>	Describe Collateral <small>(If real estate also provide address)</small>	Owner Name(s)
CD Savings				
Marketable Securities				
Equipment New Used				
Vehicle New Used				
Accounts Receivable				
Inventory				
Owner Occupied Real Estate Residential Commercial				
Investment Real Estate Residential Commercial Mixed Use Raw Land Other				

Business Obligations/Deposit Relationships

The following information is required to process your application & will help us get a complete view of your current banking relationships.

Include all business loans & business deposit relationships (including existing accounts with Credit Union). Do not include rent on office space or other facilities. (Attach additional sheets if necessary.) * **Please indicate in the first column below which obligations are being refinanced with this application.**

Business Obligations Only

Business Deposit Relationships

*	Creditor	Loan Type	Current Balance	Monthly Payment	Collateral		Deposit Type	Bank Name	Current Balance
							CHK SAV		
							CHK SAV		
							CHK SAV		
							CHK SAV		

Business Financials

The following information provides us details about the financial background of your business.

<u>Business Financials (Applicant/Borrower)</u>				Income as reported on most recent tax return fiscal year ending:		
Balance Sheet as of:						
Business Cash		Accounts Payable		GROSS SALES/REVENUE		(+)
Accounts Receivable		Notes Payable		Cost of Goods Sold		(-)
Inventory		Credit Card Debt		Owner's Salary		(-)
Machinery /Equipment		Automotive Loans		Interest Expense		(-)
Business Automobiles		Mortgages		Depreciation		(-)
Commercial Real Estate		Other		Remaining Expense		(-)
Other				BUSINESS NET INCOME / (NET LOSS)		(=)

Declarations

The following questions are required to process your Small Business loan request.

Please provide details on an additional page to any question with a YES response.

Is the applicant party to any lawsuit or subject to outstanding judgments? Yes No

Is the applicant party to taxes or credit obligations past due? Yes No

If yes, to Whom Payable:

Amount:

Has the applicant ever filed personal bankruptcy or served as an officer in a company that declared bankruptcy? Yes No

Is the applicant presently under indictment or probation or parole, or ever been charged or convicted for any criminal offense other than a minor motor vehicle violation? Yes No

Is the applicant a political party, a campaign, a candidate, a public official or foreign political official or an immediate family member of such an official, or a business entity formed by or for the benefit of any public official? Yes No

If yes, name, relationship, & position of official:

Is the applicant or an owner an employee of Credit Union or one of its affiliates? Yes No

If yes, name of employee:

Any of gross annual revenue of business is derived from Gambling? Yes No

If yes, what type of Gambling does the applicant participate in?

Amount:

Credit Application Checklist

CU Employee must initial next to each line item to validate that they have supplied the required documentation. If any items are omitted reasons why must be included.

Employee Initials	Required Documentation	Reasons for Omission
	Member Business Loan Application – Fully Completed signed & dated.	
	Attached sheet providing details to Declaration questions answered YES on page 2.	
	Copy of Purchase & Sales Agreement/Bill of Sale, if applicable.	
	For investment real estate transactions, a schedule of all property owned showing year purchased, purchase price, outstanding loans & payments, & gross rents & expenses.	
	For all applicants except non-profits a Personal Financial Statement must be completed by all owners.	

Employee Initials	Required Financial Documentation	Score	Limited	Full	Reasons for Omission
	One (1) year current business federal tax return (complete with all schedules) or Accountant prepared Financial Statement.	X			
	One (1) year personal federal tax return - Complete with all schedules for each owner/guarantor.	X			
	Interim YTD business financial statement (balance sheet & income statement) if the application date is more than (six) 6 months beyond fiscal year end.		X	X	
	Two (2) year current business federal tax return (complete with all schedules) or Accountant prepared Financial Statement.		X		
	Accounts Receivable aging report if loan is for working capital purposes or secured by accounts receivable.		X	X	
	Two (2) year personal federal tax return - Complete with all schedules for each owner/guarantor.		X		
	Three (3) year current business federal tax return (complete with all schedules) or Accountant prepared Financial Statement.			X	
	Three (3) year personal federal tax return - Complete with all schedules for each owner/guarantor.			X	

HMDA (Only complete section below if the loan secured by and made for the purpose of purchasing/refinancing a dwelling*)

The following information is requested by the federal government for certain types of loans related to a dwelling in order to monitor the lender's compliance with equal credit opportunity, fair housing, and home mortgage disclosures laws. You are not required to furnish this information, but are encouraged to do so. You may select one or more designations for "Race." The law provides that a lender may not discriminate on the basis of this information, or on whether you choose to furnish it. However, if you choose not to furnish the information and you have made this application in person, under federal regulations the lender is required to note ethnicity, race, and sex on the basis of visual observation or surname. If you do not wish to furnish this information, please check below. Use additional page if necessary.

Owner Name	I do not wish to furnish this information	Ethnicity		Race					Sex		
		Hispanic or Latino	Not Hispanic or Latino	American Indian, Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Female	Male	

* Dwelling means any residential structure regardless of the number of acres; number of units (4-plex, 8-plex, etc.); whether or not it is a primary dwelling, secondary home, or rental property; or the borrower entity (consumer, business, etc.). The term dwelling includes an individual, condominium unit, cooperative unit, mobile home, manufactured home or an apartment building. The term does not include transitory residences, such as, hotels, motels, dormitories, etc.

Right to a Copy of 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.

Representation

The undersigned certifies that I intend to apply for Credit in the manner indicated in this application and certify that everything stated in this application and on any attachment is correct. The Lender may keep this application whether or not it is approved. I certify that the credit being applied for will be used for business purposes. My signature also certifies that the information on this application and all supporting documents is true, that my intent is to apply for business purpose credit in which the use of the proceeds will not be used to secure a dwelling or for home improvements, and that I am aware that this application is not a commitment to lend. Applicant may be required to submit additional information to process this request for credit. My signature authorizes and requests Lender to share the information provided on this application, together with the results of this investigation of the credit and financial condition of the company and each applicant, with the U.S. Small Business Administration ("SBA") and/or Business Alliance Financial Services, LLC ("CUSO") in order to allow Lender and CUSO to offer the credit product best suited to the company and each of the owner's/guarantor's financing needs.

Name of Business (please print) _____

Name of Authorized Signer (please print) _____

Authorized Signature _____

X _____ Date: _____

To Be Completed By Credit Union Employee (use additional page if necessary)

Owner/Guarantor: _____

Form of ID: _____

ID Number: _____

Expiration Date: _____

Initials of Credit Union Employee Verifying ID: _____



Small Business Owner/Guarantor Personal Financial Statement

Officer Name:	Officer #:
Credit Union:	Phone #:

Business Information

Business Legal Name:

Doing Business as (DBA) Name, if any:

Please provide information for anyone owning 10% or more of the business. (Attach additional sheets if necessary)
We will accept an Accountant prepared personal financial statement attached to this form along with a customer signature acknowledging this form and disclosures.

Owner/Guarantor			Personal Financial Statement			
Name:					As of:	J / I
OFFICER TITLE	Sole Proprietorship or Business Individual: Owner Partnership: Partner Limited Partner Limited Liability Co: Member Manager Corp: President Vice President Corp Secretary Other:		ASSETS (What You Own)			
			Cash			J I
		Stocks and Bonds (see Schedule A)			J I	
Date of Birth:		Veteran: Yes No		Retirement Accounts		J I
Social Security Number:			Real Estate (see Schedule B)		J I	
Home Phone:			Automobiles		J I	
Street Address:			Other Assets		J I	
City:		State:	Zip:	Estimated Value of Business (Applicant/Borrower)		J I
Date you moved to this address:			Total Assets			
Monthly Housing Expense (Principal, Interest, Taxes & Insurance) or Rent: Own Rent: \$			LIABILITIES (What You Owe)			
Total Annual Income*: \$			Accounts and Bills Due		J I	
% Ownership of Business:		Present Ownership Since: Month Year		Credit Cards/Revolving Loans (see Schedule D)		J I
U.S. Citizen: Yes No		Legal Permanent Resident Alien: Yes No		Installment/Other Loans (see Schedule E)		J I
Checking Balance:		Savings Balance:		Mortgages and Home Equity Loans (see Schedule C)		J I
Presently Bank at:			Total Liabilities			
			Net Worth (Total Assets minus Total Liabilities)			

*Alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.

Personal Financial Statement Schedules (Include totals in Personal Financial Statement where indicated.)

Schedule A - Stocks and Bonds			
Number of Shares	Company	Market Value as of:	Jointly Owned
1			Yes No
2			Yes No
3			Yes No
4			Yes No

Schedule B - Real Estate				
Address (City, State, Zip)	Property Type (owner-occupied or investment)	Date Purchased	Title (who owns)	Market Value
1				
2				
3				
4				

Schedule C - Real Estate Mortgage and Home Equity Loans (follow order of schedule B)					
Lender	Original Balance	Current Balance	Monthly Payment	Rate	Maturity
1				%	
2				%	
3				%	
4				%	

Schedule D - Credit Cards/Revolving Loans

Lender	Original Balance	Current Balance	Monthly Payment	Rate	Maturity
1				%	
2				%	
3				%	
4				%	

Schedule E - Installment/Other

Lender	Original Balance	Current Balance	Monthly Payment	Rate	Maturity
1				%	
2				%	
3				%	
4				%	

Declarations

Please provide details on an additional page to any question with a YES response.

Is the Owner or any of the proposed guarantors party to any lawsuit or subject to outstanding judgments? Yes No

Is the Owner or any of the proposed guarantors party to taxes or credit obligations past due? Yes No
Amount: Payable to:

Has the Owner or any of the proposed guarantors ever filed personal bankruptcy or served as an officer in a company that declared bankruptcy? Yes No

Is the Owner or any of the proposed guarantors presently under indictment or probation or parole, or ever been charged or convicted for any criminal offense other than a minor motor vehicle violation? Yes No

Is the Owner or any of the proposed guarantors, a political party, a campaign, a candidate, a public official or foreign political official or an immediate family member of such an official, or a business entity formed by or for the benefit of any Public Official? Yes No
If yes, Name, Relationship, and Position of Official:

Is the Owner or any of the proposed guarantors an employee of Credit Union or one of its affiliates? Yes No
If yes, name of employee:

Owner/Guarantor Signature

Name of Primary Owner/Guarantor (please print)	Signature(s)
	X _____ Date:

Authorization

The owner/guarantor signing above hereby authorize the Lender, and any of its duly authorized agents, to obtain and use my credit reports and to exchange credit information in connection with this business loan application and any update, renewal, account review, or extension the Lender may require. Additionally, I hereby authorize the Lender to obtain my personal credit report(s), and/or to make employment or investigation inquiries deemed necessary by the Lender in connection with this business loan application. I have a right to ask if a consumer credit report was requested, and if a report was requested, and if I ask, I will be informed of the name and address of the consumer reporting agency that furnished the report. I understand and agree that the Credit Union can furnish information concerning my personal or business accounts to consumer reporting agencies and others who may properly receive that information. It is understood that a photocopy or fax of this form will also serve as authorization. I understand that I must update this credit information at the Lender's request and/or if my financial condition changes. The individual signing above authorizes and requests Lender to share the information provided on this application, together with (i) the results of its investigation of the credit and financial condition of the company and each applicant and (ii) consumer credit reports on each owner/guarantor, with the U.S. Small Business Administration ("SBA") and/or Business Alliance Financial Services, LLC ("CUSO") in order to allow Lender and CUSO to offer the credit product best suited to the company and each owner's/ guarantor's financing needs.

Lender complies with section 326 of the USA Patriot Act. Lender may also ask to see your driver's license or any other photo identifying documentation. This law mandates that Lender verify certain information about you, including your name, legal address, date of birth, and Social Security or tax identification number, while processing your account application.