



# BUSINESS LOAN APPLICATION for Lines and Loans Up To \$50,000

Sole Proprietors may apply for credit in their own name regardless of marital status

## CREDIT REQUEST INFORMATION

**Business Credit Request**  New  Renewal **Amount Requested** (\$10,000 - \$50,000)

Increase Existing Line Account # \_\_\_\_\_ \$ \_\_\_\_\_

**Overdraft Protection Line**  New **Amount Requested** (\$10,000 - \$25,000)

Increase Existing Line Account # \_\_\_\_\_ \$ \_\_\_\_\_

If you have a business checking account with this credit union please indicate your account number here:  
\_\_\_\_\_

**Term Requested**

- 1 year
- 2 year
- 3 year
- 4 year
- 5 year

(All lines of credit limited to 1 year maturity.)

**Purpose of Line/Loan**

- Purchase Inventory
- Purchase Vehicle
- Carry Receivables
- Take Trade Discount
- Purchase Equipment
- Other \_\_\_\_\_

**Note:** Your minimum monthly payments will be deducted automatically from your designated business account with us. If you do not have an account, one will be opened at the time your application is approved.

The terms and conditions on all Term Loans, Lines of Credit and Overdraft Protection Lines will be disclosed within separate loan documents that will be provided for your review and signature after your loan has been approved.

## APPLICANT INFORMATION

Complete Legal Business Name \_\_\_\_\_ DBA Name \_\_\_\_\_ Federal Tax ID No. \_\_\_\_\_

Business Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- Own
- Lease
- Rent
- Monthly Payment \$ \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone ( ) \_\_\_\_\_ Business Product or Service \_\_\_\_\_ Website/email: \_\_\_\_\_

Primary Contact Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Date Business Established Mo. \_\_\_\_\_ Yr. \_\_\_\_\_

Organization Type (check One)  Sole Proprietorship  Limited Partnership  S Corporation  Nonprofit Organization  
 General Partnership  C Corporation  Limited Liability Co.  Other \_\_\_\_\_

Please provide copies of organization documents such as Articles of Incorporation, Certificate of Domestic Stock Corporation, Partnership Agreement, Fictitious Business Name Statement, etc.

List Business Owners Names \_\_\_\_\_ Title \_\_\_\_\_ % Ownership \_\_\_\_\_ Annual Salary/Draw \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Annual Gross Sales/Revenues \$ \_\_\_\_\_ Total Assets \$ \_\_\_\_\_ Total Debt \$ \_\_\_\_\_

Business Checking Currently With: \_\_\_\_\_ Average Monthly Balance: \_\_\_\_\_

Business Loans Currently With:	Type/Purpose	Collateral	Balance Due	Monthly Payment
1.				
2.				
3.				
4.				
5.				

## OWNER FINANCIAL STATEMENT

**Complete a separate page for each guarantor, co-applicant, or owner with a 10% or greater share.**

Note to Sole Proprietors: If married you may apply for credit in your name alone. If you are married, please complete all information about yourself and your spouse. You do not have to list spouse's separate property, unless this is a joint application. 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.

Check here and sign below for a separate account.     Check here and both sign below if this is a joint application.

Owner Information (Section A)					Owner Information (Section B)			
Name	Title	% Business Owned	Home Ph #		Name	Employer	How Long?	
Home Address	City	Zip	Rent/Own		Home Address	City	Zip	Work Ph#
Date of Birth	SS#	Annual Salary/Draw			Date of Birth	SS#	Annual Salary	
Other Income	Total Household Income				Other Income			

Assets	Amount	Liabilities	Balance	Mo. Payment
Cash in Bank/Credit Union		Taxes Payable		
Securities Owned		Revolving Credit/Credit Cards		
IRA/Keogh/Pension		Installment Contracts & Notes Payable		
Business Owned		Line of Credit		
Primary Residence		Primary Residence		
Other Real Estate		Other Real Estate		
Other Assets (detail below)		Other Liabilities (detail below)		
<b>Total Assets:</b>		<b>Total Liabilities:</b>		

Describe any loans you guarantee or co-sign for others: \_\_\_\_\_

## AGREEMENT, AUTHORIZATIONS AND SIGNATURES

Applicant represents that the primary purpose of the credit applied for is business related.

Applicant's initial use of Credit Union's QuickApp Line of Credit, Term Loan, or Overdraft Protection Line or the acceptance of proceeds indicates and shall further evidence Applicant's acceptance of the terms and conditions of any note and other loan documents or the Overdraft Agreement.

Applicant, its Owners and any Co-applicants, each signing below authorizes Credit Union to obtain copies of its tax returns and other information from the U.S. Internal Revenue Service and State Tax authorities and agrees to execute any necessary forms to obtain such information. Applicant, its owners and any co-applicants, each signing below, authorizes Credit Union (and its Agents) to verify the information contained in this Application, in any related business financial statement or tax return or Personal Financial Statement or personal tax return with any third party. Applicant authorizes Credit Union (and its Agents) to obtain consumer credit reports on the individual owners and on the co-applicant spouse, when checked above and signed below.

Applicants, its Owners and any Co-applicants will immediately notify Credit Union in writing if there is any material change in financial condition. In the absence of such notice, the above Owner Financial Statement shall constitute both a new and continuing statement of the financial condition each time Applicant, its Owners or Co-Applicant become obligated to Credit Union or Credit Union relies to any extent whatsoever on this Owner Financial Statement.

Applicant, its Owners and any Co-Applicants represent and declare under penalty or perjury under the laws of the State of California that the foregoing Owner Financial Statement is a true and correct statement of Applicant's, its Owners' and any Co-Applicant's financial condition and that each has no present intention to file for bankruptcy protection.

Applicant authorizes Credit Union to file the appropriate Financing Statement, with the Secretary of State, for the available collateral prior to executing a Security Agreement.

Each person signing below certifies that: 1) He/She is signing on behalf of the Applicant in the capacity indicated next to each signers name and that such signer is authorized to execute this Application and Agreement or 2) in an individual capacity as owner, guarantor or co-applicant.

I/We have read and agree to the above.

### Business Applicant

X \_\_\_\_\_  
 Authorized Signature for Business                      Print Name                      Title                      Date

### Owner Signature

X \_\_\_\_\_  
 Signature                      Print Name                      Date

### If Applying Jointly (Spouse's signature not required if applying individually)

X \_\_\_\_\_  
 Co- Applicant Signature                      Print Name                      Date

## INFORMATION NECESSARY FOR LOAN PROCESSING

### For Request from \$10,000 - \$25,000

- Last fiscal year-end business Profit & Loss Statement and Balance Sheet (or your most recent tax return).
- Most recent interim Profit & Loss Statement and Balance Sheet (if last fiscal year-end is over 6-months).
- Must have been profitable for the most recent fiscal year-end and interim period.
- Business formation documents (fictitious name filing, partnership agreement, articles of incorporation, articles of organization, or trust certification form).

### For Request from \$25,001 - \$50,000

- Last fiscal year-end business Profit & Loss Statement and Balance Sheet (or your most recent tax return).
- Most recent interim Profit & Loss Statement and Balance Sheet (if last fiscal year-end is over 6-months).
- Most recent year-end business and personal Federal Tax Return, include all schedules (both) & K-1s (personal) if applicable.
- Must have been profitable for the most recent fiscal year-end and interim period.
- Business formation documents (fictitious name filing, partnership agreement, articles of incorporation, articles of organization, or trust certification form).