



# Member Business Loan Application

## INFORMATION ABOUT THE BUSINESS

<i>Legal Name:</i>		<i>Trade Name (if different):</i>		<i>Tax ID #:</i>	
<i>Street Address:</i>					
<i>Mailing Address (if different):</i>					
<i>Name of Primary Contact Person and Title:</i>		<i>Email Address:</i>		<i>Business Phone #:</i>	<i>Business Fax #:</i>
<i>Description of Business (products and/or services):</i>					
<i>Legal Structure of Business:</i>				<i>Date Business Established:</i>	<i>Fiscal Year End:</i>
<input type="checkbox"/> Proprietorship	<input type="checkbox"/> S-Corporation	<input type="checkbox"/> C-Corporation	<i>Website Address:</i>		
<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> General Partnership			
<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other			
<i>Detail All Business Subsidiaries and/or Affiliations (use additional sheet if needed):</i>					

## INFORMATION ABOUT THE PRINCIPALS

<i>1. Name and Title:</i>		<i>Social Security #:</i>	<i>Home Phone #:</i>	<i>Mobile Phone #:</i>
<i>Home Address:</i>				<i>Ownership %:</i>
<i>2. Name and Title:</i>		<i>Social Security #:</i>	<i>Home Phone #:</i>	<i>Mobile Phone #:</i>
<i>Home Address:</i>				<i>Ownership %:</i>
<i>3. Name and Title:</i>		<i>Social Security #:</i>	<i>Home Phone #:</i>	<i>Mobile Phone #:</i>
<i>Home Address:</i>				<i>Ownership %:</i>

*Each owner of the business must provide a personal guaranty. If business has more than three owners, provide their information on a separate sheet.*

## LOAN REQUEST

<i>Loan Type (check all that apply):</i>					<i>Amount Requested:</i>
<input type="checkbox"/> Real Estate	<input type="checkbox"/> Machinery & Equipment	<input type="checkbox"/> Vehicle	<input type="checkbox"/> Line of Credit	<input type="checkbox"/> Other	
<i>Loan Purpose or Project Summary (Purchase, Refinance, Consolidation, Etc.):</i>					
<i>Sources and Amounts of Additional Capital for Project (Borrower Equity, Other Loans, Etc.):</i>					
<i>Extra Details for further Clarification with Regard to this Request:</i>					

**DEBT SCHEDULE**

Detail all existing business loans and leases currently obligated by the business.

Creditor Name	Original Amount	Original Date	Current Balance	Interest Rate	Monthly Payment	Maturity Date	Collateral Securing this Loan

**ADDITIONAL MATERIALS REQUIRED**

The following materials shall be submitted with this application form:

1. Business tax returns, together with all schedules, for the most recent three fiscal years
2. Accountant prepared financial statements, if available
3. Interim income statement and balance sheet for the current fiscal year
4. Personal tax returns, together with all schedules, for the most recent three fiscal years for each owner of the business
5. Personal financial statement for each owner of the business
6. Documentation regarding any purchases to be financed with the proposed loan (such as invoices, quotes or bills)
7. For any corporate or other legal entity, the articles of corporation or formation filed with the Secretary of State

For transactions involving real estate, submit the following additional information:

1. If commercial property, a completed environmental questionnaire
2. For acquisitions, a Purchase and Sale Agreement covering the proposed transaction
3. Current tax bill
4. If available, a recent appraisal

*☞ Evergreen Credit Union may require an appraisal and/or an environmental site review conducted by acceptable professionals in conjunction with financing projects secured by commercial or investment real estate.*

The following items should be supplied if readily available, but may be required after further consideration of the request:

1. Business plan including an analysis of the market and competition
2. Projections for the coming year, preferably in the format of a monthly budget
3. Agings of accounts payable and receivable
4. Resumes of management

*☞ Upon continued review of your application, Evergreen Credit Union may require you to submit additional materials.*

**CERTIFICATION & AUTHORIZATION**

By signing below, I hereby certify that I am authorized to submit this loan application and accompanying materials to Evergreen Credit Union and to request the credit facilities described herein. Furthermore, I certify that all information contained in this application package is accurate and fairly presents the status of the business, financially or otherwise. Additionally, I authorize Evergreen Credit Union to obtain references and credit reports, both personal and business.

_____ Applicant's Signature	_____ Printed Name & Title	_____ Date
_____ Co-Applicant's Signature	_____ Printed Name & Title	_____ Date
_____ Co-Applicant's Signature	_____ Printed Name & Title	_____ Date

*☞*  By checking this box, co-applicants acknowledge their intention to apply for joint credit.

*The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into contracts); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency administering compliance regarding this creditor is the Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.*



# Personal Financial Statement

Dated as of: \_\_\_\_\_, 20\_\_

## PERSONAL INFORMATION

Primary Name:	Social Security #:	Spouse or Joint Applicant:	Social Security #:
Email Address:	Date of Birth:	Email Address:	Date of Birth:
Home Phone # / Mobile Phone #:	Work Phone #:	Home Phone # / Mobile Phone #:	Work Phone #:
Home Street Address:			Years at this Address:
Mailing Address (if different):			<input type="checkbox"/> Own <input type="checkbox"/> Rent: \$ _____/mo
Business Name of Applicant/Borrower:			

## PERSONAL BALANCE SHEET

ASSETS		LIABILITIES & EQUITY	
Cash on Hand and in Banks	\$	Accounts Payable	\$
Certificates of Deposit	\$	Notes Payable	\$
Stocks, Bonds and Securities (Total of Schedule 1)	\$	Credit Cards and Other Loans (Detail on Schedule 5)	\$
IRAs and Other Retirement Accounts	\$	Unpaid Taxes	\$
Loans and Notes Receivable	\$	Other Equity Loans or Lines	\$
Life Insurance – <i>Cash Surrender Value Only</i> (Detail on Schedule 2)	\$	Residential Mortgages (Provide detail for all mortgages on Schedule 3)	\$
Personal Residence (Schedule 3)	\$	Other Mortgages (Provide detail for all mortgages on Schedule 3)	\$
Other Real Estate Owned (Schedule 3)	\$		
Business Ownership Interests	\$	Other Liabilities or Debts	\$
Vehicles (Detail on Schedule 4)	\$	Total Liabilities	\$
Personal Property (Schedule 4)	\$	Personal Equity or Net Worth	\$
Other Assets (Schedule 4)	\$		
Total Assets	\$	Total Liabilities & Equity	\$

## PERSONAL INCOME SOURCES

SOURCES OF INCOME (Annual Basis)		CONTINGENCY QUESTIONS		
Primary Salary/Wages and Bonuses	\$	<i>Please Answer Yes or No for Each</i>	<i>Primary</i>	<i>Joint</i>
Joint Salary/Wages and Bonuses	\$	Are you Guarantor, Endorser or Co-Maker of any other Person's Debts		
Interest and Dividend Income	\$	Are you a Defendant to any Legal Claims, Suits or Judgments		
Net Real Estate or Rental Income	\$			
Business Income (Losses)	\$	Are any Tax Obligations Past Due		
Capital Gains (Losses)	\$	Are you Contingently Liable to any Lease, Contract or Other Debt		
Social Security Benefits	\$			
IRA or Pension Distributions	\$	Have you ever Filed for Bankruptcy		
Other Income	\$			
Total Income Sources	\$	<i>If yes to any of the above, please complete Schedule #6.</i>		

