

# Business Services Application

## Application Information

Date	Annual Sales	Account Number
Application Taken By	Branch	
Request:	<input type="checkbox"/> New	<input type="checkbox"/> Renewal <input type="checkbox"/> Increase
Loan Amount Requested	Terms of Repayment	Use of Proceeds
What Collateral do You offer in support of this credit request? (If Real Estate, please provide a copy of a legal description of the property and the most recent tax statement.)		
Guarantors of Credit		

## Company/Applicant Information

Legal Name of Company/Applicant Name	Primary Contact	Tax ID Number
Address City/County State/Zip Business Telephone	Own _____ Rent _____ Other _____ FAX	<b>Type of Credit Applied For:</b> <input type="checkbox"/> Unsecured Business Line of Credit <input type="checkbox"/> Secured Business Line of Credit <input type="checkbox"/> Unsecured Business Term Loan <input type="checkbox"/> Secured Business Term Loan <input type="checkbox"/> Business Credit Card
Type of Business _____ Time in Business: _____ No. of Employees _____ Time Under Current Management _____	<b>Business Entity:</b> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Not-for Profit <input type="checkbox"/> Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Other <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Limited Liability Partnership	

## Principals/Owners

Name	% Ownership	Title	Credit Union Member	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Banking Relationships (Please list only Your business accounts)

BANK	ACCOUNT NUMBER	BUSINESS			CURRENT BALANCE
		CHECKING	SAVINGS	LOAN	
					\$
					\$

## Business/Trade References (Please list Your two major suppliers or references)

NAME	ADDRESS	NAME OF CONTACT	TELEPHONE NUMBER

## Miscellaneous (Please provide details below if You answer YES to any of the following questions)

Is the business a party to any claim or lawsuit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has the business ever declared bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No Chapter _____ Date of filing _____	Are any of the Applicants an endorser, guarantor, or co-maker for obligations not listed on the financial statements? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please indicate total contingent liability: \$ _____
Details		

**IMPORTANT NOTICE:** If Your application for business credit is denied, You have the right to a written statement of the specific reasons for the denial. To obtain the statement, please write to Arcadia Credit Union, PO Box 187, Arcadia, WI 54612, within 60 days from the date You are notified of Our decision. We will send You a written statement of reasons for the denial within 30 days of receiving Your request for the statement.

## Equal Credit Opportunity Act Notice

The federal Equal Credit Opportunity Act prohibits creditors from discriminating against applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); 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 that administers compliance with this law concerning this credit union is:

**Federal Trade Commission, Midwest Region, 55 West Monroe Street, Suite 1825, Chicago, Illinois 60603**

**PLEASE SUPPLY THE CREDIT UNION WITH THE FOLLOWING:**

**Business Loan Information Checklist – Documents Needed Are Indicated by**

<input type="checkbox"/> Purchase Invoice/Sales Contract	<input type="checkbox"/> Insurance Information (agent, coverage)
<input type="checkbox"/> 3 Years Tax Returns – Personal	<input type="checkbox"/> Cash Flow/Profit Projections from Loan Proceeds
<input type="checkbox"/> 3 Years Tax Returns – Business	<input type="checkbox"/> Current Business Interim Balance Sheet and P&L
<input type="checkbox"/> 3 Years Prior Business Financials	<input type="checkbox"/> Personal Financial Statement of Guarantor(s)
<input type="checkbox"/> IRS Form 4506-T	<input type="checkbox"/> Principal(s) Biographical Info and % Ownership
<input type="checkbox"/> Other _____	<input type="checkbox"/> Current Bank Financing and Lease Arrangements
<b>For Real Estate Loans:</b>	<input type="checkbox"/> Title Information (legal information or title policy)
<input type="checkbox"/> Sales Agreement (if new purchase)	<input type="checkbox"/> Copies of Leases and Current Rent Roll (if applicable)
<input type="checkbox"/> Loan Payoff Information (if refinance)	<input type="checkbox"/> Other _____

**THIS SECTION IS FOR CREDIT UNION USE ONLY**

**Business Loan Documentation Checklist – Closing Documents Needed**

<input type="checkbox"/> Business Services Application	<input type="checkbox"/> Corporate Resolution to Borrow
<input type="checkbox"/> Promissory Note and Business Loan Agreement	<input type="checkbox"/> Partnership Borrowing Authorization
<input type="checkbox"/> Security Agreement	<input type="checkbox"/> Continuing Guaranty
<input type="checkbox"/> Business Line of Credit Agreement	<input type="checkbox"/> Agreement to Furnish Insurance
<input type="checkbox"/> Advance Request	<input type="checkbox"/> Flood Insurance Notice
<input type="checkbox"/> Affidavit of Loan Purpose	<input type="checkbox"/> UCC Financing Statement
<input type="checkbox"/> Disbursement Request and Authorization	<input type="checkbox"/> Irrevocable Stock or Bond Power
<input type="checkbox"/> Mortgage	<input type="checkbox"/> Federal Reserve Form U-1
<input type="checkbox"/> Deed of trust	<input type="checkbox"/> Assignment of Deposit or Share Account
<input type="checkbox"/> Business Extension Agreement	<input type="checkbox"/> Business Modification Agreement

**THE FOLLOWING DOCUMENTATION MAY BE REQUIRED AT SETTLEMENT, IF APPLICABLE:**

<input type="checkbox"/> Partnership Agreement
<input type="checkbox"/> Articles of Incorporation
<input type="checkbox"/> Fictitious Name Statement
<input type="checkbox"/> Copy of Trust Agreement if Borrower, Owner and/or Guarantor is a trust or holds assets in a trust

**Signatures**

You certify that all statements in this Application and on each document required to be submitted in connection herewith, including federal income tax returns, are true, correct and complete. You authorize Us to make such inquiries and gather such information as We deem necessary and reasonable concerning any information provided to Us on this Application or on any such required document, including inquiries to the Internal Revenue Service. You further agree to notify Us promptly of any material change in any such information. You authorize Us to accept Your facsimile signatures on this application and, subsequently, on any other documents associated with the credit for which You are applying and You agree that Your facsimile signature will have the same legal force and effect as Your original signature. You assume any risk that may be associated with permitting Us to accept Your facsimile signature.

_____ Signature (Applicant)	_____ Company	_____ Individuals/Owners	_____ Title	_____ Date
_____ Signature (Applicant)	_____ Company	_____ Individuals/Owners	_____ Title	_____ Date