



Thank you for considering your Credit Union for your business borrowing needs. Your Credit Union will be utilizing the services of Cooperative Business Services, LLC ("CBS") to process, underwrite, and service your member business loan. For your Credit Union to provide a timely response to your business loan request, please complete the attached forms and return them directly to CBS or your Credit Union. In addition to the attached application forms, please provide the following information:

Checklist for **All Loan Requests**:

- Most recent interim financial statements
- Completed Business Loan Application
- Completed Resume-attached
- Completed Personal Financial Statement(s)-attached
- Previous three (3) years of Personal Tax Returns
- Organizational Documents:
 - Articles of Incorporation/Organization
 - By-laws/Operating Agreement
 - Trust Documents

Checklist for **Existing Businesses** (In addition to the above, "All Loan Request" items)

- Previous three (3) years Business Tax Returns (Includes the borrowing entity, and any affiliated businesses which you/your partner owns 20% or more.)
- Current Interim Financial Statement (Balance Sheet & Income Statement) within 60 days of application)
- Prior year Interim Financial Statement (Balance Sheet & Income Statement) for the same period as listed above
- Accounts Payable and Accounts Receivable Listing
- Debt Schedule listing all outstanding business debt- attached
- Bids/Estimates/Invoices to support loan proceeds
- Purchase agreements

Checklist for **New/Start-up Businesses** (In addition to the above, "All Loan Request" items)

- Business Plan
- Projections
 - Year 1 – Month-to-Month
 - Year 2 – Annualized
 - Year 3 - Annualized
- Opening Day Balance Sheet
- Bids/Estimates/Invoices to support loan proceeds
- Purchase agreements

Checklist for **Real Estate/Construction/Equipment Transactions** (In addition to the above, "All Loan Request" items)

- Copy of Real Estate purchase contract
- Estimates for construction/renovations/remodeling
- Plans, specifications, and details of any proposed construction
- List of machinery, equipment, furniture, and fixtures, now owned by the applicant business
- Rent Rolls and signed leases

Checklist for **Business Acquisitions** (In addition to the above, "All Loan Request" items)

- Copy of Purchase Contract (Asset Purchase/Stock Purchase)
- Three (3) years of Seller's Business Tax Returns
- Three (3) years of Seller's Financial Statements (Balance Sheet & Income Statement)
- Current Business Financial Statement (Balance Sheet & Income Statement) for Seller within 60 days of application



BUSINESS LOAN APPLICATION

COMPANY INFORMATION

Business Name _____
 Borrowing Entity* _____
 Address _____
 City/State/Zip _____
 County _____
 Business Industry _____
 Tax ID Number _____
 Number of Employees at Present Time _____

Key Contact _____
 Email Address _____
 Mobile Phone _____
 Business Telephone _____
 Business Fax _____
 Date Established _____
 Website _____
 After this Loan _____

*Please **Type** or **Print** the borrowing entity's legal name as it should appear on all documents.

USE OF PROCEEDS

Real Estate Acquisition _____
 Real Estate Improvements _____
 Real Estate Refinance _____
 Machinery & Equipment Acquisition _____
 Business Acquisition _____
 Working Capital/Cash Out _____
 Debt Refinance (other than Real Estate) _____

Total Financing Required

Less Borrower's Down Payment _____
 Less Seller Carry Back _____

Total Loan Request

If a refinance, is there a prepayment penalty? Yes _____
 No _____

COLLATERAL

Collateral Detail: (Please provide address if real estate)

Collateral Being Pledged for This Loan _____

*Cooperative Business Services requires that we have the 1st Lien Position on Collateral Pledge. I certify to the best of my knowledge that the information contained herein is true and correct.

Signature _____ Date _____
 Print Name _____



BUSINESS LOAN APPLICATION

OWNERSHIP & MANAGEMENT

Please provide a listing of Owners, Officer Titles, and Ownership Percentages at time of loan closing. You will be executing legal documents for your loan request. Please **Type** or **Print** your Legal Name as it should appear on all documents.

	Officer Title	Principal	Ownership
1.	_____	_____	_____ %
2.	_____	_____	_____ %
3.	_____	_____	_____ %
4.	_____	_____	_____ %
5.	_____	_____	_____ %
6.	_____	_____	_____ %

AFFILIATE BUSINESS

List below all business concerns in which the applicant or any of the individuals listed in the ownership section above have any ownership.

Check if all Affiliate info is attached

Company Name	Owner	% of Ownership
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

BUSINESS REFERENCES

Name of Your Insurance Company and Key Contact _____ Phone _____

Name of Firm _____ Email _____

	Yes	No	Details
Is the business or any principal liable as guarantor or endorser?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are any real estate taxes currently past due by the business?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are any real estate taxes currently past due by any principal?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has the business ever declared bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has any principal ever declared personal bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has any affiliate company ever declared bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has any principal or guarantor ever been convicted of a felony?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Other Business Accounts (Name of Financial Institution or Third-Party Account) If multiple accounts or lenders, please use separate sheet .

- Business Checking
- Business Savings/Investment
- Business Loan/Line
- Credit Cards
- Cash Management



BUSINESS LOAN APPLICATION

MANAGEMENT/OWNER

To be completed in full by each officer, director, key employee, or owner of 20% or more of the company; if an item is not applicable, please indicate so.

PERSONAL INFORMATION (The spouse is asked to complete separately if owner of 20% or more of borrowing entity)

Name _____
First Middle Maiden Last

SS # _____ Place of Birth _____ Date of Birth _____

Marital Status _____ Spouse's Name _____
First Middle Last

Yes No If no, give Alien Registration Number
SS # _____
US Citizen

Current Home Address _____
Street City State Zip

EMPLOYMENT HISTORY (List chronologically, beginning with current employment. Or attach current resume)

Company Name _____ Type of Business _____

Current Home Address _____
Street City State Zip

Positions/Duties _____

Dates There From _____ Until _____
Month Year Month Year

Company Name _____ Type of Business _____

Current Home Address _____
Street City State Zip

Positions/Duties _____

Dates There From _____ Until _____
Month Year Month Year

EDUCATION HISTORY

Name of Institution	City/State	Degree/Certificate	Year
High School _____	_____	_____	_____
College/University _____	_____	_____	_____
Technical School _____	_____	_____	_____
Graduate School _____	_____	_____	_____

MILITARY SERVICE

Branch _____ Years Served _____
Special Training _____ Commendations/Awards _____



MANAGEMENT/OWNER (CONT.)

Please provide the following information:

Yes Are you or any business where you have ownership or contingent liability, involved in any pending lawsuits? If so, please provide details.

No

Yes Are you or your business presently under indictment, or on parole or probation? If so, please provide details.

No

Yes Have you ever been charged with or arrested for any criminal offense other than a minor vehicle violation? If so, please provide details.

No

Yes Have you ever been convicted of any criminal offense other than a minor vehicle violation? If so, please provide details.

No

Yes Are you current on all federal, state, and county taxes, including but not limited to payroll, sales tax, workman's compensation, etc.? If not, please provide details.

No

Yes Are you current on all personal and intangible property taxes? If not, please provide details.

No

If you are applying for an SBA loan, please answer the following questions:

Yes Do you presently have an SBA loan? If so, who is the lender? Are your payments current?

No

Yes Are you more than 60 days delinquent under the terms of (a) administrative order, (b) court order, or (c) repayment agreement that requires payment of child support? If so, please provide details.

No

Note: Any person holding 20% or more ownership is required to complete a separate background form.

I declare under penalty of perjury that these statements are true and correct.

Signature Date

Print Name

BUSINESS DESCRIPTION

Briefly describe your business:

Three horizontal lines for business description.



BUSINESS DESCRIPTION (CONT.)

Who are the top three customers of your business?

Do any of these customers make up more than 25% of your sales? If yes, who? How long has your business had a relationship with the customer(s)?

Who are your major competitors?

Who are your key employees (name and position) and how long have they worked for your business?

If applicable, detail the reason for any of the negative trends in your company's financial performance over the last three years. Sales:

Costs of Goods Sold:

General & Administrative Expenses:

If you become incapacitated, does your company have a succession plan? If so, please describe below:



PERSONAL FINANCIAL STATEMENT

Complete this form for (1) each proprietor, or (2) each limited partner and each general partner, or (3) each stockholder and each corporate officer and director, or (4) any other person or entity providing a guaranty on loan.

Name Residence:	As of: (Month/Year)
Address:	Personal Phone:
City, State, Zip:	Email Address:
Business Name of Applicant/Borrower:	Business Phone:

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

ASSETS	(Omit cents)	LIABILITIES	(Omit cents)
Cash on Hand & in Banks		Accounts Payable	
Savings Accounts		Notes Payable to Banks & Others	
IRA or Other Retirement Accounts		(Describe in Section 2)	
Accounts & Notes Receivable		Installment Account (Auto)	
Life Insurance Cash Surrender Value Only		Monthly Payments	
(Complete Section 8)		Installment Account (Other)	
Stocks and Bonds		Monthly Payments	
(Describe in Section 3)		Loan on Life Insurance	
Real Estate		Mortgages on Real Estate	
(Describe in Section 4)		(Describe in Section 4)	
Automobile-Present Value		Unpaid Taxes	
Other Personal Property		(Describe in Section 6)	
(Describe in Section 5)		Other Liabilities	
Other Assets		(Describe in Section 7)	
(Describe in Section 5)		Total Liabilities	
		Net Worth	
TOTAL		TOTAL	
Section 1. Sources of Income		Contingent Liabilities	
Salary		As Endorser or Co-Maker	
Net Investment Income		Provision for Federal Income	
Real Estate Income		Legal Claims & Judgements	
Other Income		Tax Other Special Debt	
(Describe Below)*			
Description of Other Income in Section 1.			



BUSINESS LOAN APPLICATION

Section 2. Notes Payable to Bank and Others (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed)

Name and Address of Note Holder(s)	Original Balance	Current Balance	Frequency (monthly, etc.)	Type of Collateral /How Secured or Endorsed

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Number of Shares	Name of Securities	Cost	Market Value Quotation/ Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of

	PROPERTY A	PROPERTY B	PROPERTY C
Type of Property			
Address of Property			
Name of Property Owner			
Date Purchased			
Original Cost			
Present Market Value			
Name of Lender			
Loan Number			
Loan Balance			
Amount of Payment per Month			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency.)

Section 6. Unpaid Taxes. (Describe as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities. (Describe in detail.)

Section 8. Insurance Held. (Give face amount and cash surrender value of policies name of insurance and beneficiaries.)

I authorize the lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I also authorize the lender to pull a personal credit bureau report. 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 on a loan application may result in forfeiture of benefits, a fine up to \$10,000, or imprisonment for not more than five years, or both, under 18 U.S.C. 1001. FALSE statements on a conventional loan application may result in fines and imprisonment under relevant Federal and State laws.

Signature _____ Print Name _____ Date _____ SS # _____

Signature _____ Print Name _____ Date _____ SS # _____



BUSINESS LOAN APPLICATION

SCHEDULE OF BUSINESS DEBT

List Below All Business Fixed Debt, Lines of Credit, Shareholder's Notes and Capital Leases. Check Here if Schedule of Business Debt is Attached

Application Name _____ As of Month Ending _____

Creditor	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Collateral	Current or Delinquent
			%				
			%				
			%				
			%				
			%				
			%				
			%				
			%				
			%				
			%				
TOTAL							

I declare under penalty of perjury that these statements are true and correct.

Signature _____

Date _____

Print Name _____



BUSINESS LOAN APPLICATION AND ACKNOWLEDGMENT AND AGREEMENT

By signing below, the loan applicant and each of the undersigned ("Loan Applicants"), specifically represent the Credit Union ("Lender") and the Lender's actual and potential agents, brokers, processors and underwriters, attorneys, insurers, servicers, successors and assigns (collectively "Lender and Lender's Agents") and agree and acknowledge that: (1) the information provided on all accompanying forms, financial statements, and schedules ("Loan Application") for obtaining credit is true, accurate, and complete as of the date set forth opposite the Loan Applicants' signatures; (2) the representations made in the Loan Application will be continuously relied upon by the Lender and the Lender's Agents in evaluating the Loan Application and, if approved, in extending credit and that the Loan Applicants acknowledge that they have an obligation to amend and supplement the information provided in the Loan Application if any material facts should change prior to closing any loan; (3) Lender and Lender's Agents have not made any commitment to approve the Loan Application and extend credit, unless otherwise agreed to in writing; (4) Lender and Lender's Agents are authorized to conduct any inquiries they decide are necessary to verify the accuracy of the information contained in the Loan Application, and that Lender and/or Lender's processors and underwriters and servicers, successors and assigns are authorized to obtain credit reports from credit reporting agencies on the Loan Applicants; (5) Lender and/or Lender's servicers, successors and assigns are authorized to answer any questions from others about Lender's credit experience with the Loan Applicants; (6) Lender and/or Lender's servicers, successors and assigns are authorized to retain the Loan Application, whether or not Lender approves any extension of credit; (7) if credit is extended, Lender and/or Lender's servicers, successors and assigns are authorized to obtain credit information regarding the Loan Applicants from time to time during any time that the loan has an outstanding balance; (8) Lender and Lender's Agents shall not be liable for any claim arising from the use of information provided to the Loan Applicants or for providing such information to others; (9) intentional or negligent misrepresentation of the information contained in the Loan Application may result in civil liability, including monetary damages, to any person who may suffer a loss due to reliance upon any misrepresentation and criminal penalties including, but not limited to, fine or imprisonment or both under provisions of Title 18, United States Code, Section 1001, et seq.

NOTICE OF RIGHT TO RECEIVE APPRAISAL REPORT

The lender may individually, or by and through Cooperative Business Services, LLC ("CBS") order an evaluation or appraisal to determine the value of any property that may be utilized as collateral for any proposed loan from the Lender to Loan Applicants. Lender or CBS may charge the Loan Applicants for the cost(s) associated with an appraisal. Lender and CBS will promptly provide the Loan Applicants a copy of any evaluation or appraisal report, even if the proposed loan is denied or is not consummated, for any reason. Loan Applicants can order and pay for a separate appraisal on any property to be utilized as collateral, for Loan Applicant's use, and solely at Loan Applicant's cost. If the application for credit is secured by a first lien on a dwelling, (as defined in § 1002.14(b)(2), Loan Applicant is hereby notified: Lender may order an appraisal to determine the property's value and charge you for this appraisal. We will promptly give you a copy of any appraisal, even if your loan does not close. You can pay for an additional appraisal for your use at your own cost.

HOME MORTGAGE DISCLOSURE ACT NOTICE

For those Loan Applicants submitting a Loan Application that includes collateral consisting of real property that is considered one (1) to four (4) family residences/dwellings, Lender will collect information in accordance with the Home Mortgage Disclosure Act ("HMDA") § 1003.5(b)(2) and (c). The HMDA data about Lender's residential mortgage lending are available online for review. The collected data shows geographic distribution of loans and Loan Application(s), ethnicity, race, sex, age and income of Loan Applicants, and information about loan approvals and denials. HMDA data for many other financial institutions are also available online at the Consumer Financial Protection Bureau's website (www.consumerfinance.gov/hmda).



NOTICE CONCERNING COLLECTION OF EARLY EXIT FEE

In the event that Lender provides any loan to Loan Applicant pursuant to the Loan Application that permits for or requires collection and recovery of a prepayment penalty and/or early exit fee ("Early Exit Fee") Loan Applicant is hereby notified and acknowledges that CBS will receive and retain said Early Exit Fee, and that neither Lender or any other credit union that may be participating in the loan will receive any portion of said Early Exit Fee.

ADDITIONAL NOTICE

CBS complies with Section 326 of the Patriot Act, which requires CBS to obtain, verify, and record information that identifies each applicant for financing. CBS complies with the FACT Act, and other similar laws, which allow each applicant to opt out of information sharing for marketing purposes. CBS also complies with the Equal Credit Opportunity Act ("ECOA"), which prohibits creditors from discriminating against credit applicants on basis of race, color, religion, national origin, sex, marital status, age, receipt of public assistance, or exercise of legal rights, including the good faith exercise of any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is:

Region II, National Credit Union Administration

Region 2-Capital
1900 Duke Street, Suite 300
Alexandria, VA 22314

(Signature Page Follows)



BUSINESS LOAN APPLICATION

REGULATION B NOTICE OF INTENT TO APPLY FOR JOINT CREDIT

Regulation B and the Equal Credit Opportunity Act requires that a lender obtain evidence of each loan applicants intent to apply for joint credit before a credit decision can be made. Failure to complete when required will render the application/request for credit incomplete.

Please mark one of the following choices:

- I (we) intend to apply for joint credit
- I (we) do not intend to apply for joint credit

DISCLOSURE AND CONSENT TO RECEIVE DOCUMENTS IN ELECTRONIC FORM

The disclosures document your consent to conduct transactions electronically and to electronically receive disclosures and notices of your accounts you are applying to open. The disclosure also describes your rights to conducting transactions electronically, including receiving disclosures and notices as well as consequences of withdrawing your consent. For your reference, we recommend you print and retain a copy of the disclosure and agreements related to the transaction. Unless you consent to receive electronic notices, you will have the right to receive all required disclosures in paper form (i.e., non-electronic). You may withdraw your consent at any time by contacting us at the address or phone number listed below. Your consent to conduct transactions and receive disclosures and notices electronically means that you agree to provide to us the information (including your current email address) needed to communicate with you electronically and to provide updates if the information changes immediately. We also reserve the right to provide any disclosures or notices in writing, rather than electronically. Except as otherwise provided by law or in other agreements, you cannot give us notices electronically, and all notices from you must be in writing. These disclosures and consents are meant as provisions of the Electronic Signatures in Global and National Commerce Act (E Sign Act) (15 U.S.C. 7001 et seq.). Where the disclosures under 1002.5(b)(1), 1002.5(b)(2), 1002.5(d)(1), 1002.5(d)(2), 1002.13, and 1002.14(a)(2) accompany an application accessed by the applicant in electronic form, these disclosures may be provided to the applicant in electronic form on or with the application form, without regard to the consumer consent or other provisions of the E Sign Act. The disclosure and your consent indicate you can receive and transmit through the Internet and have appropriate software and security encryptions to communicate.

ACKNOWLEDGMENT

(You acknowledge receipt of a copy of this notice on today's date)

Print or Type Applicant Name _____ Applicant Signature _____ Date _____

Print or Type Applicant Name _____ Applicant Signature _____ Date _____

BORROWER

Primary Applicant/ Borrowing _____

Entity Name _____

Applicant Address _____

Contact Information for CBS:
888.697.9555
www.cbscuso.com

These Notices are intended for use in connection with applications for business credit under 1002.9(a)(3)



APPENDIX A TO § 1010.230

CERTIFICATION REGARDING BENEFICIAL OWNERS OF LEGAL ENTITY CUSTOMERS

I. GENERAL INSTRUCTIONS

WHAT IS THIS FORM?

To help the government fight financial crime, the Federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity customers. Legal entities can be abused to disguise involvement in terrorist financing, money laundering, tax evasion, corruption, fraud, and other financial crimes. Requiring the disclosure of key individuals who own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.

WHO HAS TO COMPLETE THIS FORM?

This form must be completed by the person opening a new account on behalf of a legal entity with any of the following U.S. financial institutions: (i) a bank or credit union; (ii) a broker or dealer in securities; (iii) a mutual fund; (iv) a futures commission merchant; or (v) an introducing broker in commodities.

For the purposes of this form, a **legal entity** includes a corporation, limited liability company, or other entity that is created by a filing of a public document with a Secretary of State or similar office, a general partnership, and any similar business entity formed in the United States or a foreign country. The **legal entity** does not include sole proprietorships, unincorporated associations, or natural persons opening accounts on their own behalf.

WHAT INFORMATION DO I HAVE TO PROVIDE?

This form requires you to provide the name, address, date of birth and Social Security number (or passport number or other similar information, in the case of foreign persons) for the following individuals (i.e., the **beneficial owners**):

(i) Each individual, if any, who owns, directly or indirectly, 25 percent or more of the equity interests of the legal entity customer (e.g., each natural person that owns 25 percent or more of the shares of a corporation); **and**

(ii) An individual with significant responsibility for managing the legal entity customer (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer).

The number of individuals that satisfy this definition of "beneficial owner" may vary. Under section (i), depending on the factual circumstances, up to four individuals (but as few as zero) may need to be identified. Regardless of the number of individuals identified under section (i), you must provide the identifying information of one individual under section (ii). It is possible that in some circumstances the same individual might be identified under both sections (e.g., the President of Acme, Inc. who also holds a 30 percent equity interest). Thus, a completed form will contain the identifying information of at least one individual (under section (ii)), and up to five individuals (i.e., one individual under section (ii) and four 25 percent equity holders under section (i)). The financial institution may also ask to see a copy of a driver's license or other identifying document for each beneficial owner listed on this form.



BUSINESS LOAN APPLICATION

II. CERTIFICATION OF BENEFICIAL OWNER(S)

PERSONS OPENING AN ACCOUNT ON BEHALF OF A LEGAL ENTITY MUST PROVIDE THE FOLLOWING INFORMATION:

A. Name and Title of Natural Person Opening Account

B. Name and Address of Legal Entity for Which the Account is Being Opened

C. The following information for each individual, if any, who, directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25 percent or more of the equity interests of the legal entity listed above

(If no individual meets this definition, please write "Not Applicable.")

Name	Date of Birth	Address (Residential or Business Street Address)	For U.S. Persons: Social Security Number	For Foreign Persons: Passport Number and Country of Issuance, or other similar identification number ¹

¹In lieu of a passport number, foreign persons may also provide an alien identification card number or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.



BUSINESS LOAN APPLICATION

D. The following information for one individual with significant responsibility for managing the legal entity listed above, such as:

- An executive officer or senior manager (e.g., Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer); or
- Any other individual who regularly performs similar functions.

(If appropriate, an individual listed under section (c) above may also be listed in this section (D)).

Name	Date of Birth	Address (Residential or Business Street Address)	For U.S. Persons: Social Security Number	For Foreign Persons: Passport Number and Country of Issuance, or other similar identification number ¹

I, _____ (name of the natural person opening an account), hereby certify, to the best of my knowledge, that the information provided above is complete and correct.

Signature _____ Date _____

Legal Entity Identifier _____ (Optional)

¹In lieu of a passport number, foreign persons may also provide an alien identification card number or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.