



## **Business Loan Application Package**

The items listed below are being requested  
in addition to the enclosed forms

3 Years Personal Tax Returns  
3 Years Business Tax Returns  
3 Years Business Financials

Business Financials – Interim  
Copy of Purchase-Sale Agreement  
Copy of Leases, If Applicable

### **Enclosed Forms & Instructions**

#### Authorization to Release Credit

- A Form Must Be Submitted For Each Borrower/Guarantor
- All Forms Submitted Must Be Signed & Dated

#### Loan Application

- Form Must Be Signed & Dated

#### Personal Financial Statement

- May Use Enclosed PFS Or You May User Your Own

#### Business Debt Schedule

- A Business Debt Schedule Must Be Submitted For Each Business Guaranteeing The Loan

#### Management Resume & Background Information

- You May Complete The Enclosed Form Or You May Submit An Updated Resume, Along With Background Information

#### 4506-T

- Form Must Be Signed & Dated

## Acknowledgement and Authorization to Release Information

The undersigned is aware that Lender is relying on the information provided by Applicant(s) including, but not limited to tax statements, financial reports, business records, environmental information described in exhibits or attachments to the Application and any other information provided to Platinum Federal Credit Union for evaluation and processing of Applicant's credit transaction to determine eligibility for this loan.

I/We hereby authorize the release to Platinum Federal Credit Union, and/or any affiliates of any and all information that they may require for the purpose of a credit transaction. I/We authorize Platinum Federal Credit Union, and/or any affiliates to release such information to any entity that they deem necessary for any purpose related to our credit transaction with them.

I/We certify that the enclosed information (plus any attachments or exhibits) is valid and correct to the best of my/our knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Birth date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Birth date

\_\_\_\_\_  
Social Security Number

## APPLICATION FOR BUSINESS LOAN

Applicant

Company or Individual Borrower's Name

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Date Established: \_\_\_\_\_

Type of Entity: Corporation: \_\_\_\_; Partnership: \_\_\_\_; Sole Proprietorship: \_\_\_\_; Other: \_\_\_\_

Owners of the Company

% Ownership

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affiliate Companies (if any) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Loan Amount: \_\_\_\_\_

Purpose of Loan: \_\_\_\_\_

Collateral: \_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# PERSONAL FINANCIAL STATEMENT

As Of \_\_\_\_\_

Completed this form for (1) each proprietor or (2) each limited partner who owns 20% or more interest and each general partner or (3) each stockholder owning 20% or more of voting stock or (4) any person or entity providing a guaranty on the loan.

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Residence Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_ Residence Phone: \_\_\_\_\_

Business Name of Applicant/Borrower: \_\_\_\_\_

<b>ASSETS</b>		<b>LIABILITIES</b>	
Cash on Hand & in Banks	\$ _____	Accounts Payable	\$ _____
Savings Accounts	\$ _____	Notes Payable to Banks & Other	\$ _____
IRA or Other Retirement Account	\$ _____	(Describe in Section 2)	
Accounts & Notes Receivable	\$ _____	Installment Account (Auto)	\$ _____
Life Insurance-Cash Surrender Value Only	\$ _____	Mo. Payments \$ _____	
(Complete Section 8)		Installment Account (Other)	\$ _____
Stocks & Bonds	\$ _____	Mo. Payments \$ _____	
(Describe in Section 3)		Loan on Life Insurance	\$ _____
Real Estate	\$ _____	Mortgage on Real Estate	\$ _____
(Describe in Section 4)		(Describe in Section 4)	
Automobiles-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	\$ _____
<b>Total</b>	<b>\$ _____</b>		<b>Total</b> \$ _____

**Section 1. Source of Income**

Salary	\$ _____
Net Investment Income	\$ _____
Real Estate Income	\$ _____
Other Income (Describe below)	\$ _____

**Contingent Liabilities**

As Endorser or Co-Maker	\$ _____
Legal Claims & Judgments	\$ _____
Provision for Federal Income Tax	\$ _____
Other Special Debt	\$ _____

**Description of Other Income in Section 1** \_\_\_\_\_

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

**Section 2. Notes Payable to Bank and Others**

NAME & ADDRESS OF NOTEHOLDER(S)	Original Balance	Current Balance	Payment Amount	Frequency Monthly (etc.)	How Secured Or Endorsed <i>Type Collateral</i>

**Section 3. STOCKS AND BONDS** (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed)

No. of Shares	Name of Security	Cost	Market Value	Date of Quotation	Total Value

**Section 4. Real Estate Owned** (Use attachments if necessary. Each attachment must be identified as part of this statement and signed)

PROPERTY TYPE: SF=SINGLE FAMILY; MF=MULTIPLE FAMILY; C=COMMERCIAL; L=LAND/ACREAGE

TYPE OF PROPERTY	RESIDENCE	VAC RENTAL			VAC RENTAL			VAC RENTAL		
	○SF ○MF	○SF	○MF	○COL	○SF	○MF	○COL	○SF	○MF	○COL
Percentage of Ownership										
Title Vested In										
Property Address										
Date Purchased										
Purchase Price										
Estimated Market Value										
1 <sup>st</sup> Mortgage Balance										
Name of Mortgage Holder										
All Other Mort/Liens										
Monthly Mortgage PMTS										
Mortgage Maturity Year										
Gross Monthly Rent										

**Section 5 OTHER PERSONAL PROPERTY AND OTHER ASSETS** (Describe, and if any is pledged as security, state name of lien holder, amount of lien, term of Payment, and if delinquent, describe Delinquent. Describe delinquency)

**Section 6 UNPAID TAXES** (Describe in detail, as to type, to whom payable, when due, amount, and what property, if any, a tax lien attaches)

**Section 7 OTHER LIABILITIES** (Describe in detail)

**Section 8 LIFE INSURANCE HELD** (Give face amount and cash surrender value of policies, name of insurance company and beneficiaries)

**GENERAL INFORMATION**

YES NO Have you ever had repossession? YES NO Are you a party to any claims or lawsuits?  
YES NO Have you ever been a principal or guarantor of a firm that declared bankruptcy? YES NO Has there been an IRS audit in the past 3 years?  
YES NO Have you ever had a bankruptcy or had a judgment against you? YES NO If yes, has the audit been settled?  
YES NO Are any assets pledged or debts secured except as shown? YES NO Are you a U.S. citizen?

If yes to any of the above, please explain: \_\_\_\_\_

I Authorize Platinum Federal Credit Union to make inquiries as necessary to verify the accuracy of the statements made to determine my credit worthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s).

Signature		Date		SS#	
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Signature		Date		SS#	
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# Management Resume & Background Information

To be completed in full by each officer, director, key employee, guarantor or owner of 20% or more of the company

## PERSONAL INFORMATION

Name: \_\_\_\_\_ SS# \_\_\_\_\_  
First      Middle      Maiden      Last

Birthdate: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Current Home Address \_\_\_\_\_  
Street      City      State      Zip      Dates From/To

Previous Home Address \_\_\_\_\_  
Street      City      State      Zip      Dates From/To

- Yes  No    Are you a U.S. Citizen? If no, please provide copy of your Alien Registration Card (front & back)
- Yes  No    Are presently under indictment, on parole, or on probation? If yes, please provide details on a separate exhibit.
- Yes  No    Have you ever been charged, arrested, or convicted for any criminal offense other than a minor motor vehicle violation? If yes, please provide details on a separate exhibit.
- Yes  No    Are you involved in any lawsuits or potential litigation, or have you ever filed for personal or business bankruptcy protection? If yes, please provide details on a separate exhibit.
- Yes  No    Have you ever been known under any other name(s)? If yes, please provide name(s):  
 \_\_\_\_\_
- Yes  No    Have you or any member of your household ever been employed by the U.S. Government or Military?  
 If yes, name of person: \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Agency/position/rank/grade: \_\_\_\_\_  
 Dates of Service: \_\_\_\_\_
- Yes  No    Have you ever defaulted or paid less than 100% of any federal government obligation?  
 (i.e. student loans, FHA mortgage, taxes)

### Current/Previous SBA Loan Information

- Yes  No    Do you now have, or have you ever had, an ownership interest in, or control of, a company that had an SBA loan?
- Yes  No    Have any of the owners of the business requesting financing ever had an SBA loan or an interest in a company that had an SBA loan?

If yes to either of the above questions, please provide the name of the borrowing entity \_\_\_\_\_  
 \_\_\_\_\_ and a copy of your SBA Loan Authorization.

### AFFILIATE BUSINESSES

Do you, or your spouse, own or have an interest in other business(es)? If "Yes," please complete the information requested below. (if you own a combined 20% or more interest or are involved in the day to day operations of these businesses, please provide the most recent 3 years tax returns, a current interim financial statement and debt schedule for each.)

Individual's Name	Title	Business Name	% Ownership	Nature of Business
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Application for \_\_\_\_\_

## Business History

Tell us about your business. If available, provide brochures, news clippings or other materials that explain more about your company, products or services.

### Business Type

- Construction       Finance, Insurance and Real Estate  
 Manufacturing       Retail Trade       Transportation       Services  
 Wholesale Trade       Other (describe) \_\_\_\_\_

List Types of Products/Services

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Describe your Customer Type and Target Market

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List Key Customers

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List Major Competitors

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Describe your Company's Competitive Advantage

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Describe Future Plans for Growth/Expansion

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Is your business seasonal?       Yes     No      Which months are slowest and why?

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Does any one customer comprise more than 20% of sales?       Yes     No

Explain: \_\_\_\_\_

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Does any one supplier comprise more than 20% of purchases?       Yes     No

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Do accounts payable or receivable of 60 days (and older) comprise more than 25% of total?       Yes     No

Explain: \_\_\_\_\_

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Signature of Applicant's Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_