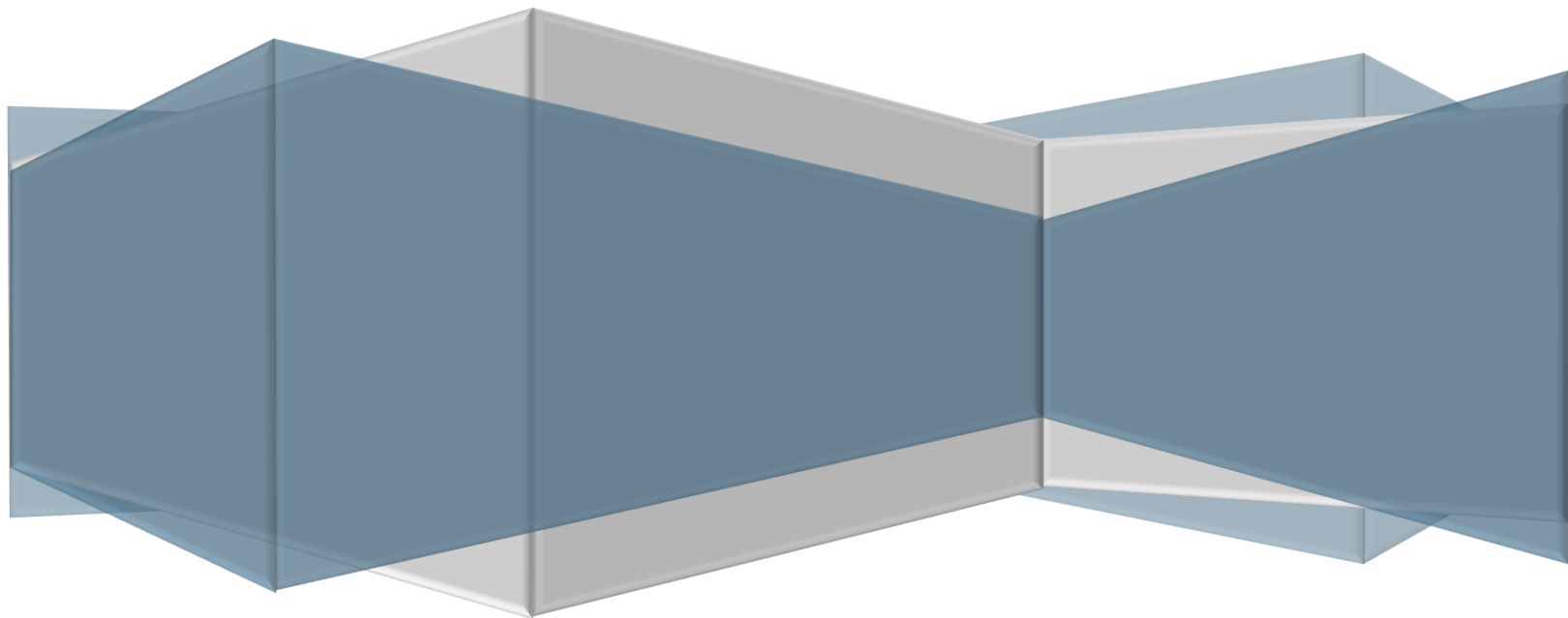




all for one.

Business Loan Application Packet

Version 12.21



ABOUT THIS PACKET

Applying for your business loan will require you to complete the forms in this packet and may require you to gather several documents. Complete these forms accurately and gather as many of the requested documents as possible. Below is a brief description of each form in this packet.

Business Loan Application

This document is a three-page document that gathers you and your business' basic information, explains what type of business loan and what terms you are looking for on your loan. The loan application also gives us permission to pull you and your business's credit information to assist us in making a loan determination.

Personal Financial Statement

This document has two pages and asks you to list your assets, income, personal liabilities, and any property you own personally. We use this information to determine your total financial worth and if there is collateral that may be available.

Balance Sheet

This document is one page and is a high-level overview of personal assets and liabilities. This information is used to help us determine the overall financial strength of your business.

Detailed Accounts Listing

This document is one page and is an itemized breakdown of your assets such as cash in accounts, investments, life insurance, retirement accounts, etc. This information is used to help us determine the overall financial strength of you and your business.

Business Debt Schedule

This one-page document requires you to list all the debts that may be reported under your business's name. For example: business credit cards, commercial loans, etc. We use this information to determine your business's ability to repay the loan. If you require additional space, please make an additional copy of the debt schedule.

Tax Returns

In addition to completing the forms in this packet, you will also need to provide the two most recent years of your personal and business tax returns, along with your application. Depending upon the details of your loan request, we may request additional years.

Please note: Once we receive and review your loan application, we may require additional documents from you. We ask that you provide any additional documents we request in a timely manner so we can work quickly to approve your loan.



How to Submit Your Completed Application:

Once you have completed and gathered all the required documents you can submit your application one of four ways:

- 1) **Upload** your loan application and supporting documents using our secure document upload site, which can be access at firstalliancecu.com/business under the Business Loans tab in the service listings menu. *Please note:* You will need the passcode that was emailed to you along with this packet to access the upload site.
- 2) **Email** your completed application, along with all the required supporting documents to our Business Lending team at commercial@firstalliancecu.com
- 3) **Mail** your completed application and supporting documents to:

First Alliance Credit Union
PO BOX 8070
Rochester, MN 55903
Attn: Business Lending Dept.
- 4) **Bring** your completed application and additional documents to any of our branch locations, during our regular business hours. Visit firstalliancecu.com/contact to find the branch most convenient for you.

If you have any questions while completing your business loan application, please do not hesitate to contact us at 507-288-0330 or commercial@firstalliancecu.com. We look forward to helping you further the success of your business!



PO BOX 8070 Rochester MN 55903
 (507) 288 – 0330 | (800) 866 – 8199
 hello@firstalliancecu.com | www.firstalliancecu.com

Business Loan Application

Please complete all information to avoid delays in processing your application

Loan Request Information

Application for:		Type of Request: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Increase/Modification		
<input type="checkbox"/> Business Line of Credit	Loan Amount(s):			
<input type="checkbox"/> Term/Equipment Loan	Purpose of Loan:		Collateral:	
<input type="checkbox"/> Commercial Real Estate				
<input type="checkbox"/> Other:	Term Requested:			

Business / Applicant Information

Legal Name of Applicant (Borrower):			
DBA (if applicable):			Tax ID Number:
Principal Place of Business Address (not PO box):			
City:	State:	Zip Code:	
Mailing Address (if different):			Email Address:
City:	State:	Zip Code:	
Key Contact Name:		Business Telephone:	Business Fax:
Date Business Established:	Current Ownership (# of years):	State of Registration:	Annual Sales (last full year):
Describe Applicant's Product/Service:			Number of Employees:
Type of Ownership (Select One)			
<input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Proprietorship <input type="checkbox"/> C-Corp <input type="checkbox"/> S-Corp <input type="checkbox"/> LLC <input type="checkbox"/> PA <input type="checkbox"/> Trust			

Owners / Guarantors Information

Please be certain to list all owners of the company. Additional guarantors who do not have an ownership in the company may be listed provided their relationship to the company and/or owners is clarified. For more than four owners, please attach sheet.

Owner - Guarantor 1			
Name:		Title:	Social Security No.:
Address:		Birth Date:	% Ownership:
Owner - Guarantor 2			
Name:		Title:	Social Security No.:
Address:		Birth Date:	% Ownership:
Owner - Guarantor 3			
Name:		Title:	Social Security No.:
Address:		Birth Date:	% Ownership:
Owner - Guarantor 4			
Name:		Title:	Social Security No.:
Address:		Birth Date:	% Ownership:



PO BOX 8070 Rochester MN 55903
 (507) 288 – 0330 | (800) 866 – 8199
 hello@firstalliancecu.com | www.firstalliancecu.com

Business Loan Application

Please complete all information to avoid delays in processing your application

Credit Union / Banking Relationships

Please list only your business accounts

Credit Union or Bank	Account Number	Business			Current Balance
		Checking	Savings	Loan*	

Other Information

Property/Causalty Insurance Company/Agent:	Insurance Agent Telephone:
Accounting Firm/Accountant/Bookkeeper:	Accountant/Bookkeeper Telephone:
Business Attorney:	Attorney Telephone:

If you answer yes to any of the following questions below, please provide details on a separate sheet

Does any customer or supplier currently account for more than 20% of your business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the applicant ever declared bankruptcy or had any judgments, repossessions, garnishments, or other legal proceedings filed against them?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the applicant ever obtained credit under another name?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any tax obligations, including payroll or real estate taxes, past due?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the applicant liable on debts not shown, including any contingent liabilities such as leases, endorsements, guarantees, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the applicant currently a defendant in any suit or legal action?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Certification and Signatures

I (we) hereby affirm that the foregoing information contained in this member business loan application is presented for the purpose of obtaining credit as of the date indicated and is true, complete and correct. I understand the Credit Union is relying on this application in making loan(s) to me. Credit Union or its designee is authorized to make any investigation of the credit of the applicant(s), business owner(s) and/or guarantor(s) either directly or through any agency employed by Credit Union for that purpose now and in the future. Credit Union may disclose to any other interested parties Credit Union's experience with this account. I agree to inform the Credit Union immediately of any matter which will cause any material change to my financial condition. I understand that Credit Union will retain this member business loan application whether or not credit is granted.

Signature (Owner/Guarantor)	Print Name	Title	Date
Signature (Owner/Guarantor)	Print Name	Title	Date
Signature (Owner/Guarantor)	Print Name	Title	Date

Personal Financial Statement

DATE: _____

PREPARED FOR: _____

APPLICANT

CO-APPLICANT

Full Name:

Phone (home):

Phone (work):

Full Name:

Phone (home):

Phone (work):

Current Address

Street Address:

City/State/Zip:

County:

Since:

Own or Rent: Rent \$:

Current Address

Street Address:

City/State/Zip:

County:

Since:

Own or Rent: Rent \$:

Previous Address (if less than 5 years at current)

Street Address:

City/State/Zip:

County:

Since:

Owned or Rented:

Previous Address (if less than 5 years at current)

Street Address:

City/State/Zip:

County:

Since:

Owned or Rented:

Sensitive Personal Information

Social Sec. #:

Date of Birth:

of Dependents: (include self)

Marital Status:

Sensitive Personal Information

Social Sec. #:

Date of Birth:

of Dependents: (include self)

Marital Status:

Employment

Current Employer:

Address:

Position/Title:

Since:

Employment

Current Employer:

Address:

Position/Title:

Since:

Previous Employer:

Address:

Position/Title:

How Long:

Previous Employer:

Address:

Position/Title:

How Long:

Certification

This information and information provided on all accompanying financial statements and schedules is provided for the purpose of obtaining credit for the Applicant(s) or for the purpose of the Applicant(s) guaranteeing credit for others. Applicant(s) acknowledge that representations made in this statement will be relied on by the Credit Union in its decision to grant such credit. This Statement is true and correct in every detail and accurately represents the financial condition of the Applicant(s) on the date given below. You are authorized to make all inquiries you deem necessary to verify the accuracy of the information

Personal Balance Sheet

As of: _____

Assets

Cash			
Checking Accounts	Schedule 1:		
Savings Accounts	Schedule 1:		-
CDs (certificates of deposit)	Schedule 1:		-
Other Cash			
	Total Cash		-
Investments			
Life Insurance (cash surrender value)	Schedule 2:		-
Brokerage Accounts (non-retirement)	Schedule 3:		-
Securities (stocks, bonds, mutual funds)	Schedule 4:		-
Investment Real Estate (market value)	Schedule 5b:		-
Treasury Bills/Notes			
Other Investments			
	Total Investments		-
Personal Property			
Primary Residence (market value)	Schedule 5a:		
Automobiles (present value)	Schedule 9:		
Bullion (silver, gold, etc)	Schedule 9:		
Jewelry, Art and Collectibles	Schedule 9:		
Other property	Schedule 9:		
	Total Property		-
Retirement			
Retirements Accounts (IRA, 401k)	Schedule 6:		
Pension and Project Sharing	Schedule 7:		-
Social Security (\$/month * 240)			-
Other Assets			-
	Total Retirement		-
Notes and Accounts Receivable			
Notes and Accounts Receivable	Schedule 8:		-
Other Notes			-
	Total Notes		-
Total Assets			-

Liabilities

Mortgages on Real Estate	Schedule 5a:		-
Mortgages on Investment Real Estate	Schedule 5b:		-
Credit Accounts, Bills Due, etc.	Schedule 10:		
Student Loans			-
Accounts Payable			-
Loans and Notes Payable to Bank and Others	Schedule 11:		-
Loans on Life Insurance	Schedule 2:		-
Loans on Profit Sharing / Pension	Schedule 7:		-
Loans on Retirement Accounts	Schedule 6:		-
Unpaid Taxes (current year)			-
Other Liabilities	Schedule 12:		-
Total Liabilities			-

Net Worth (Assets - Liabilities)	-
---	---

Common Financial Ratios

Debt-to-Assets Ratio (Total Liabilities / Total Assets)	-
Basic Liquidity Ratio (Liquid Assets / Monthly Living Expenses)	-
Investment-Assets-to-Net-Worth Ratio (Investment Assets / Net Worth)	-

Detailed Account Information

Schedule 1: Checking and Savings Accounts

Institution	Type	Balance
<i>Insert rows above this line</i>		
Total:		-

Schedule 2: Life Insurance

Company	Insured	Beneficiary	Face Value	Cash Value	Loans
				-	-
					-
					-
<i>Insert rows above this line</i>					
Total:				-	-

Schedule 3: Brokerage Accounts (Non-Retirement)

Institution	Type	Balance
<i>Insert rows above this line</i>		
Total:		-

Schedule 4: Individual Securities Owned

Name of Security	Listed?	Shares	Price/Share	Market Value
				-
				-
				-
				-
<i>Insert rows above this line</i>				
Total:				-

Schedule 5a: Real Estate Owned

Property	Type	Acquired (yr)	Purchase \$	Payment	Frequency	Balance Due	Current Value
<i>Insert rows above this line</i>							
Total:						-	-

Schedule 5b: Investment Real Estate Owned

Property	Type	Acquired (yr)	Purchase \$	Payment	Frequency	Balance Due	Current Value
<i>Insert rows above this line</i>							
Total:						-	-

Schedule 6: IRA, 401(k), SEP and Other Retirement Accounts

Institution	Type	Balance	Loans
			-
			-
			-
			-
<i>Insert rows above this line</i>			
Total:		-	-

Schedule 7: Profit Sharing and Pension

Institution	Account Type	Balance	Amount Vested	Loans
			-	-
			-	-
			-	-
<i>Insert rows above this line</i>				
Total:		-	-	-

Schedule 8: Receivables Due to Me on Loans and Contracts

Name of Debtor, Property	1st or 2nd Lien	Maturity Date	Payment	Frequency	Balance Due
<i>Insert rows above this line</i>					
Total:					-

Schedule 9: Other Property

Property Description	Market Value	
<i>Insert rows above this line</i>		
Total:		-

Schedule 10: Credit Accounts, Bills Due, Alimony/Child Support, Daycare, etc.

Name of Company	Type	Payment	Frequency	Balance Due
<i>Insert rows above this line</i>				
Total:				-

Schedule 11: Loans and Notes Payable to Banks and Others

Name of Creditor	Type	Collateral	Orig. Balance	Maturity Date	Payment	Frequency	Balance Due
<i>Insert rows above this line</i>							
Total:							-

Schedule 12: Other Liabilities

Description	Balance Due	
<i>Insert rows above this line</i>		
Total:		-

BUSINESS DEBT SCHEDULE

Include the following information on all installment debts, notes, contracts, and mortgages. ***Current balance must match the current balance sheet.*** Include all capital leases shown on the balance sheet (if any). *Do not include accounts receivable and accounts payable.*

Business Name _____ **As of** _____, 200__

Name of Creditor	Original Amount	Original Date	Current Balance	Interest Rate	Maturity Date	Monthly Payment	Collateral	Current or Delinquent
		Total Current Balance			Total Monthly Payment			

Signature: _____ Title: _____ Date: _____