



**Bethpage**  
Federal Credit Union

**BUSINESS LOAN APPLICATION**

Date \_\_\_\_\_ Loan Amount \$ \_\_\_\_\_ Branch \_\_\_\_\_

Bus. Rep. \_\_\_\_\_

Business Name \_\_\_\_\_

Tax ID # \_\_\_\_\_ Zip Code \_\_\_\_\_ Type of Loan \_\_\_\_\_

Term \_\_\_\_\_ Purpose of Funds \_\_\_\_\_

**Collateral** (Check all that apply)\*

- All Assets (accounts receivable, inventory, machinery and equipment)
- Specific Equipment (Please attach equipment list, including serial numbers or description of equipment, market value, existing lien amount, and invoices for new equipment.)
- Real Estate (Please attach property address, legal description and a copy of most recent tax bill.)
- Cash on Deposit at Branch \_\_\_\_\_ Account # \_\_\_\_\_
- Personal Assets (As described in Personal Financial Statement.)

**General Business Information**

Existing Member \_\_\_\_\_ Business Structure (Corp, S-Corp, LLC, etc.) \_\_\_\_\_

Brief Business Description \_\_\_\_\_

Business Address \_\_\_\_\_

Web Site \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

Date Business Established \_\_\_\_\_ Present Management Since \_\_\_\_\_

Employees \_\_\_\_\_ Annual Sales Revenue \_\_\_\_\_ Avg. Checking Bal. \_\_\_\_\_

Primary Bank \_\_\_\_\_ Total \$ Loans w/ BFCU \_\_\_\_\_ Deposits w/ BFCU \_\_\_\_\_

Accountant \_\_\_\_\_ Telephone \_\_\_\_\_

Insurance Agent \_\_\_\_\_ Telephone \_\_\_\_\_

Attorney \_\_\_\_\_ Telephone \_\_\_\_\_

**PERSONAL REFERENCE**

1) Name: \_\_\_\_\_

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

Phone# \_\_\_\_\_

2) Name: \_\_\_\_\_

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

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

1) Has the business incurred a loss in any of the last 3 years? Yes No

2) Are there any delinquent state or federal taxes owed by the business? Yes No

3) Is the business for sale or under agreement that would change the ownership of the business? Yes No

**Current Business Debt**

1) Type of Debt \_\_\_\_\_ Creditor \_\_\_\_\_

Original Amount \$ \_\_\_\_\_ Current Balance\$ \_\_\_\_\_

Monthly Payment\$ \_\_\_\_\_ Payment Structure \_\_\_\_\_

Maturity Date \_\_\_\_\_ Purpose of Funds \_\_\_\_\_

Will this debt be paid off with the financial products provided in this application \_\_\_\_\_

If so, explain \_\_\_\_\_

2) Type of Debt \_\_\_\_\_ Creditor \_\_\_\_\_

Original Amount \$ \_\_\_\_\_ Current Balance\$ \_\_\_\_\_

Monthly Payment\$ \_\_\_\_\_ Payment Structure \_\_\_\_\_

Maturity Date \_\_\_\_\_ Purpose of Funds \_\_\_\_\_

Will this debt be paid off with the financial products provided in this application \_\_\_\_\_

If so, explain \_\_\_\_\_

*Attach additional forms if necessary.*

**Principals/Guarantors Information**

1) Name \_\_\_\_\_ SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Existing BFCU Member \_\_\_\_\_ Title \_\_\_\_\_ Ownership% \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone # \_\_\_\_\_ Checking Location \_\_\_\_\_ Total Assets \_\_\_\_\_  
Total Liabilities \_\_\_\_\_ Equity in Home \_\_\_\_\_ Business (if included in total assets) \_\_\_\_\_  
Salary (per month) \$ \_\_\_\_\_ Other Income \$ \_\_\_\_\_ Describe \_\_\_\_\_  
Revolving Credit Payments (monthly) \_\_\_\_\_  
Mortgage/ Rent Payment (monthly) \_\_\_\_\_ Other Loans \_\_\_\_\_ Describe \_\_\_\_\_  
Has Declared Bankruptcy in the last ten (10) years Yes No

2) Name \_\_\_\_\_ SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Existing BFCU Member \_\_\_\_\_ Title \_\_\_\_\_ Ownership% \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone # \_\_\_\_\_ Checking Location \_\_\_\_\_ Total Assets \_\_\_\_\_  
Total Liabilities \_\_\_\_\_ Equity in Home \_\_\_\_\_ Business (if included in total assets) \_\_\_\_\_  
Salary (per month) \$ \_\_\_\_\_ Other Income \$ \_\_\_\_\_ Describe \_\_\_\_\_  
Revolving Credit Payments (monthly) \_\_\_\_\_  
Mortgage/ Rent Payment (monthly) \_\_\_\_\_ Other Loans \_\_\_\_\_ Describe \_\_\_\_\_  
Has Declared Bankruptcy in the last ten (10) years Yes No

3) Name \_\_\_\_\_ SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Existing BFCU Member \_\_\_\_\_ Title \_\_\_\_\_ Ownership% \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone # \_\_\_\_\_ Checking Location \_\_\_\_\_ Total Assets \_\_\_\_\_  
Total Liabilities \_\_\_\_\_ Equity in Home \_\_\_\_\_ Business (if included in total assets) \_\_\_\_\_  
Salary (per month) \$ \_\_\_\_\_ Other Income \$ \_\_\_\_\_ Describe \_\_\_\_\_  
Revolving Credit Payments (monthly) \_\_\_\_\_  
Mortgage/ Rent Payment (monthly) \_\_\_\_\_ Other Loans \_\_\_\_\_ Describe \_\_\_\_\_  
Has Declared Bankruptcy in the last ten (10) years Yes No

## CERTIFICATION

The undersigned certifies that, to the best of his or her knowledge and belief, all information contained in this loan application and in the accompanying statements and documents is true, complete, and correct. The undersigned agrees to notify Bethpage immediately of any material changes in this information. It is further agreed that, whether or not the loan herein applied for is approved, the undersigned will pay or reimburse Bethpage for the costs, if any, of surveys, title or mortgage examinations, appraisals, etc., performed by non-Credit Union personnel with the consent of the applicant. The undersigned authorizes Bethpage to contact any financial institution and trade creditors it deems necessary without further notice, including, but not limited to, Dunn & Bradstreet reports or information from Experion.

Business Name  
(print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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

Applicant Title: \_\_\_\_\_

Guarantor Signature: \_\_\_\_\_

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

Guarantor Signature: \_\_\_\_\_

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

Guarantor Signature: \_\_\_\_\_

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

**Attach additional forms if necessary.**

### BUSINESS LOAN APPLICATION CHECKLIST: More than \$100,000

Please be sure all of the following documentation has been included in order for your business loan application to be processed.

- Business Loan Application
- Current Personal Financial Statement for each of the principal owners listed in the first section of the Business Loan Application.
- Three (3) most recent Federal Tax returns, signed and dated, for each of the principal owners listed in the first section of the Business Loan Application.
- Completed and executed IRS Form 4506 for each of the principal owners listed in the first section of the Business Loan Application.
- Three (3) most recent Federal Tax returns for the Business, if filed separately.
- Three (3) most recent years of financial statements for the business, preferably prepared by an accountant.
- Interim Financial statements for the business, if available.
- Organizational Papers (Articles of Organization, Certificate of Incorporation, d/b/a papers)

### BUSINESS LOAN APPLICATION CHECKLIST: \$50,001 - \$100,000\*

Please be sure all of the following documentation has been included in order for your business loan application to be processed.

- Business Loan Application
- Current Personal Financial Statement for each of the principal owners listed in the first section of the Business Loan Application.
- Most recent Federal Tax return, signed and dated, for each of the principal owners listed in the first section of the Business Loan Application.
- Completed and executed IRS Form 4506 for each of the principal owners listed in the first section of the Business Loan Application.
- Most recent Federal Tax returns for the Business, if filed separately.
- Two (2) most recent years of financial statements for the business, preferably prepared by an accountant.
- Interim Financial statements for the business, if available
- Organizational Papers (Articles of Organization, Certificate of Incorporation, d/b/a papers)

**INDEBTEDNESS ADDENDUM TO APPLICATION**

Company Name \_\_\_\_\_

Date \_\_\_\_\_

**INDEBTEDNESS:** furnish the following information on all installment debts, contracts, notes and mortgage payable. Indicate by an asterisk (\*) items to be paid by loan proceeds and reason for paying same (present balance should agree with latest balance sheet submitted). Do not include accounts payable or accrued liabilities. Information should be completed for Borrower and all affiliated companies.

| Creditor Name/Address | Original Date | Original Balance | Current Balance | Interest Rate | Monthly Payment | Maturity Date | Collateral Security |
|-----------------------|---------------|------------------|-----------------|---------------|-----------------|---------------|---------------------|
|                       |               |                  |                 |               |                 |               |                     |
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|                       |               |                  |                 |               |                 |               |                     |

|                       |  |
|-----------------------|--|
| TOTAL CURRENT BALANCE |  |
| TOTAL MONTHLY PAYMENT |  |

Signature \_\_\_\_\_

Date \_\_\_\_\_