



MEMBER BUSINESS LOAN DOCUMENT CHECKLIST

Thank you for your interest in seeking a Member's Business Loan with the Credit Union. To appropriately evaluate your loan request, please provide the information checked below. Additional information may be required as we progress through the loan process. The list below is meant to provide guidance to ensure the loan process is transparent as possible. We look forward to assisting you with your financing needs, and to a mutually beneficial and lasting business relationship.

- Completed and signed Member Business Loan Application Form.
- Corporate Documents (i.e. current Business License, Articles of Incorporation, By-Laws, LLP/LLC or other Partnership Agreements, etc.)
- Completed and signed Corporate Borrowing Resolution and acknowledged by the Corporate Secretary and attesting to the validity of the request signed by the authorized officers of the company.
- Background information on the borrower(s), the principals, and a business plan if available.
- Business Financial Statements and corresponding Income Tax Returns for the last three (3) years for the Borrower, and/or projections if appropriate, and Interim Financial Statements for the current period.
- Completed and signed Personal Financial Statement (form attached) and corresponding Income Tax Returns for all principals owning 20% or more in the business. A Personal Guaranty may be required as a condition to granting the loan.
- Complete description of assets offered as collateral for the loan requested. If old title reports/policies and appraisals are available, this will accelerate the loan underwriting process.
- Summary of all income to be used as primary and secondary sources of repayment of the loan.