

## APPLICATION INSTRUCTIONS

*Please complete this application and bring it to the Jefferson Banking Center nearest you or mail it to the address at the bottom of the following page.*

# Jefferson Bank

# BUSINESS PURPOSE CREDIT APPLICATION

Please complete the application and bring it to the Jefferson Banking Center nearest you or mail it to the address at the bottom of this page.

## CREDIT REQUEST(S)

### TYPE OF CREDIT REQUESTED:

Individual     We intend to apply for joint credit (initial \_\_\_\_ \_\_\_\_)

Amount Requested \_\_\_\_\_

Is Borrower applying for an SBA guarantee?     Yes     No

Purpose of Credit:     Purchase Real Estate     Purchase Vehicle     Purchase Equipment

Refinance Real Estate     Construction     Other \_\_\_\_\_

Type:     Term Loan: Secured     Line of Credit: Secured     Letter Of Credit

Term Loan: Unsecured     Line of Credit: Unsecured

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

**IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT** To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

## BUSINESS PROFILE

Will the business be a:     Borrower     Co-Borrower, or     Guarantor on this credit application?

Legal Business Name \_\_\_\_\_ Taxpayer ID (\_\_\_\_) \_\_\_\_\_

Street \_\_\_\_\_ Suite \_\_\_\_\_ Telephone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Year Business Established \_\_\_\_\_

Date Moved to Current Address \_\_\_\_\_ Prior 12 Month Gross Sales \_\_\_\_\_ Number of Owners \_\_\_\_\_

Nature of Business \_\_\_\_\_ Number Employees \_\_\_\_\_

Legal Designation:     Sole Proprietorship     Partnership     Sub-S Corporation

Corporation     LLC Corporation     Other (specify): \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_

Business Contact Name \_\_\_\_\_ Telephone Number \_\_\_\_\_ Extension \_\_\_\_\_

## INFORMATION CONCERNING OWNERS AND/OR GUARANTOR(S) - (PLEASE LIST ALL OWNERS AND ATTACH ADDITIONAL PAGES IF NEEDED)

Will this individual be a:

Borrower     Co-Borrower, or     Guarantor

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Suffix \_\_\_\_\_

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

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

Title: \_\_\_\_\_ % Ownership \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_

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

US Citizen     Yes     No

Will this individual be a:

Borrower     Co-Borrower, or     Guarantor

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Suffix \_\_\_\_\_

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

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

Title: \_\_\_\_\_ % Ownership \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_

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

US Citizen     Yes     No    (Continued On Next Page)

**Bank Use Only:**    Date Received: \_\_\_\_\_    By: \_\_\_\_\_    Loan Officer: \_\_\_\_\_

# BUSINESS PURPOSE CREDIT APPLICATION

## SOURCES AND USES OF FUNDS

<p><b>USES</b></p> <p>_____ Buy Land</p> <p>_____ New Construction</p> <p>_____ Expand/Repair of Premises</p> <p>_____ Buy Machinery/Equipment</p> <p>_____ Buy Inventory</p> <p>_____ Working Capital</p> <p>_____ Payoff Loan(s)</p> <p>_____ Other _____</p> <p>_____ Other _____</p> <p>===== <b>TOTAL USES</b></p>	<p><b>SOURCES</b></p> <p>_____ Personal Savings</p> <p>_____ Sale of Stock</p> <p>_____ Gift or Loan from relative or friend (state repayment terms, if any)</p> <p>_____ Seller Financing (state repayment terms)</p> <p>_____ Other _____</p> <p>_____ Other _____</p> <p>_____ Total</p> <p>_____ <b>BANK LOAN</b></p> <p>===== <b>TOTAL SOURCES</b></p>
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NOTE: TOTAL USES should equal TOTAL SOURCES.

## SCHEDULE OF EXISTING BUSINESS DEBT

Please furnish information on ALL BUSINESS DEBTS including debts, contracts, notes, and mortgages payable. Indicate by an (\*) debts to be paid with these loan proceeds.

To Whom Payable	Original Date	Original Balance	Present Balance	Rate of Interest	Maturity mo/yr	Monthly Payment	Current Yes/No	Collateral

## AGREEMENT

The undersigned certifies that all statements in this application and each document required to be submitted in connection herewith, including federal income tax returns, are true, correct and complete. I understand that misrepresenting information on this statement is a criminal offense under federal law punishable by a fine and/or imprisonment. Furthermore, Jefferson Bank may verify information contained in this application with any creditor and/or credit reporting agencies. The undersigned further agrees to notify the Bank promptly of any material change in such information.

1. Borrower Signature	Date	2. Co-borrower/Guarantor Signature	Date
3. Co-borrower/Guarantor Signature	Date		

# BUSINESS LOAN REQUEST “CHECKLIST”

Thank you for choosing Jefferson Bank to help with your business loan request. By using this checklist, you will help to shorten the time needed for our response.

Please submit the following items to your Loan Officer at your earliest convenience. Missing information or incomplete responses may delay the review process, so please be as thorough as possible.

## LOAN APPLICATION PACKAGE

- BUSINESS PURPOSE CREDIT APPLICATION including:
- SOURCES AND USES OF FUNDS for proposed transaction. (See reverse of Credit Application)
- SCHEDULE OF EXISTING BUSINESS DEBT (See reverse of Credit Application)

## FINANCIAL INFORMATION

- PERSONAL FINANCIAL STATEMENT of all individuals owning 20% or more of the Business – must be less than 90 days old.
- PERSONAL TAX RETURNS of all individuals owning 20% or more of the Business for the most recent **THREE** years (PLEASE INCLUDE ALL SCHEDULES)
- BUSINESS FINANCIAL STATEMENT for the most recent **THREE** fiscal year ends.
- BUSINESS TAX RETURNS, including all schedules, for the most recent **THREE** years (If you are buying an existing business, the Business Tax Returns should be provided by the seller)
- CURRENT INTERIM FINANCIAL STATEMENT FOR THE BUSINESS (Balance Sheet and Income Statement) – Must be less than 90 days old
- AGING OF ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE – Must correspond with the date on the interim financial statement requested above

## MISCELLANEOUS

- LEGAL ENTITY DOCUMENTS
- LEASE ON BUSINESS PREMISES
- SALES CONTRACT
- IF THE APPLICATION IS FOR A CONSTRUCTION LOAN, PLEASE PROVIDE:
  1. Estimated cost of project
  2. Construction plans and specifications
- IF THE LOAN IS TO START NEW BUSINESS OR ACQUIRE EXISTING BUSINESS:
  1. BUSINESS PLAN
  2. PROJECTIONS of revenues and expenses for the next THREE years  
(New Businesses should include monthly projections for the first year)
- IF THE BUSINESS IS A FRANCHISE, PLEASE PROVIDE:
  1. The franchise agreement
  2. The FTC disclosure statement
  3. The most recent year-end financial statement of the franchiser

REV 01/15