

# 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.

## 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.

## 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      CD Secured Loan

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

## BUSINESS PROFILE

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

Legal Business Name (as it appears on Business Documents) \_\_\_\_\_ Taxpayer ID \_\_\_\_\_

Physical Address (City, State & ZIP) \_\_\_\_\_ Business Phone \_\_\_\_\_

Mailing Address (City, State & ZIP) \_\_\_\_\_ Year Business Established \_\_\_\_\_

Prior 12 Month Gross Revenue      Year      Business Email      Number of Owners

Ownership:      Association      Corporation      LLC      Non-Profit  
Sole Proprietorship      Partnership      Trust      Other \_\_\_\_\_

Business Contact Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Primary Business Email Address \_\_\_\_\_ Inquiry Code (PIN for bank inquiries) \_\_\_\_\_

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## INFORMATION CONCERNING OWNERS AND/OR GUARANTOR(S)

(PLEASE LIST ALL OWNERS AND ATTACH ADDITIONAL PAGES IF NEEDED)

Will the individual be a:

Borrower      Co-Borrower, or      Guarantor

Name (Legal Name as it appears on Identification)

Physical Address      Suite/Apt.#

City, State & ZIP

Title      Employer

% Ownership      Occupation

Cell Phone      Work Phone

Prior 12 Month Gross Revenue      Social Security Number

Date of Birth      Driver License Number      State

Email

US Citizen      Yes      No        
 Inquiry Code  
 (Personal PIN for bank inquiries)

Will the individual be a:

Borrower      Co-Borrower, or      Guarantor

Name (Legal Name as it appears on Identification)

Physical Address      Suite/Apt.#

City, State & ZIP

Title      Employer

% Ownership      Occupation

Cell Phone      Work Phone

Prior 12 Month Gross Revenue      Social Security Number

Date of Birth      Driver License Number      State

Email

US Citizen      Yes      No        
 Inquiry Code  
 (Personal PIN for bank inquiries)

## SOURCES AND USES OF FUNDS

### USES

<input type="text"/>	Buy Land
<input type="text"/>	New Construction
<input type="text"/>	Expand/Repair of Premises
<input type="text"/>	Buy Machinery/Equipment
<input type="text"/>	Buy Inventory
<input type="text"/>	Working Capital
<input type="text"/>	Payoff Loan(s)
<input type="text"/>	Other _____
<input type="text"/>	Other _____
<input type="text"/>	<b>TOTAL USES</b>

### SOURCES

<input type="text"/>	Personal Savings
<input type="text"/>	Sale of Stock
<input type="text"/>	Gift or Loan from relative or friend (state repayment terms, if any)
<input type="text"/>	Seller Financing (state repayment terms)
<input type="text"/>	Other _____
<input type="text"/>	Other _____
<input type="text"/>	Total
<input type="text"/>	<b>BANK LOAN</b>
<input type="text"/>	<b>TOTAL SOURCES</b>

**NOTE:** TOTAL USES should equal TOTAL SOURCES.



# Business Purpose Credit Application

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

**SOURCES AND USES OF FUNDS** for proposed transaction.

### SCHEDULE OF EXISTING BUSINESS DEBT

## FINANCIAL INFORMATION

**PERSONAL FINANCIAL STATEMENT** of all individuals owning 20% or more of the Business – Must be less than 90 days old.

1. All cash and marketable security account balances will need to be confirmed with a copy of the current account statement.
2. **CONTINGENT LIABILITY STATEMENT** listing detail of all contingent liabilities. (debts that have been guaranteed or co-signed)
3. Copy of current photo ID. (valid driver license, passport, etc.)

**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.

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## MISCELLANEOUS

**LEGAL ENTITY DOCUMENTS** (Tax ID, Certificate of Filing, Certificate of Formation, Agreement and any Amendments)

**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.



## Opting Out of Prescreened Offers

Under the Fair Credit Reporting Act (FCRA), the Consumer Credit Reporting Companies (Experian, TransUnion, Equifax) are permitted to include your name on lists used by creditors or insurers to make firm offers of credit or insurance. When your credit report is pulled, this hard inquiry notifies these creditors of the potential credit application. This information is not shared by Jefferson Bank nor by the vendor utilized by Jefferson Bank to supply the credit report.

The FCRA also provides you the right to “Opt-Out” of these offers. This prevents the Consumer Credit Reporting Companies from providing your credit file information to others.

1. Call 1-888-5-OPTOUT (1-888-567-8688) or visit [www.optoutprescreen.com](http://www.optoutprescreen.com). When you call this toll-free number or visit the website, you will be asked to provide certain personal information, including your Home Phone number, name, Social Security number, and date of birth. The information you provide is confidential and will be used only to process your request to opt out. Don't enter any personal information until you have checked for indicators that the site is secure – a lock icon on your browser or a web address that begins https. Opting out of prescreened offers does not affect your ability to apply for credit or to get it. Your opt out request will be processed within five days, but it may take up to 60 days before the prescreened offers stop coming. If you have a joint mortgage, both parties need to opt out to stop the prescreened offers. If or when you want to opt back in, use the same telephone number or website.
2. Put your phone number on the federal government's National Do Not Call Registry to reduce the telemarketing calls you get at home. To register your phone number or to get information about the registry, visit [www.donotcall.gov](http://www.donotcall.gov), or call 1-888-382-1222 from the phone number you want to register. You will get fewer telemarketing calls within 31 days of registering your number. Your number stays on the registry for five years, until it is disconnected, or until you take it off the registry.

For more information about the Fair Credit Reporting Act, the law that spells out the terms under which companies can check credit reports, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).