



BUSINESS LOAN APPLICATION CHECKLIST

Thank you for choosing us for a business loan. A loan officer will contact you within two business days to discuss your loan and any additional documents that may be needed to process your application. Please review the checklists below and have the applicable documents from both categories ready.

Loan amount documentation checklist:

Loans under \$50,000

- ☐ Completed Member Business Loan Application
- ☐ Entity Documentation (Per Checklist Below)
- ☐ Current Income Statement
- ☐ Current Business Federal Tax Returns

Loans between \$50,000 - \$100,000

- ☐ Completed Member Business Loan Application
- ☐ Entity Documentation (Per Checklist Below)
- ☐ Current Income Statement and Balance Sheet
- ☐ Personal & Business Federal Tax Returns for the last 2 years, including K-1 Statements for all S corporations, partnerships, and limited liability companies
- ☐ Personal Financial Statement for each owner
- ☐ Business Debt Schedule

Loans over \$100,000

- ☐ Completed Member Business Loan Application
- ☐ Entity Documentation (Per Checklist Below)
- ☐ Current Income Statement and Balance Sheet
- ☐ Personal & Business Federal Tax Returns for the last 3 years, including K-1 Statements for all S corporations, partnerships, and limited liability companies
- ☐ Personal Financial Statement for each owner
- ☐ Business Debt Schedule

Entity documentation checklist:

Sole Proprietorship

- ☐ Fictitious Business Name Statement (*)

General Partnership (GP)

- ☐ Partnership Agreement
- ☐ Fictitious Business Name Statement (*)

Corporations & S Corporations

- ☐ Articles of Incorporation
- ☐ Bylaws
- ☐ Fictitious Business Name Statement (*)
- ☐ List of Corporate Officers (including Secretary)

Limited Liability Company (LLC)

- ☐ Articles of Organization
- ☐ Operating Agreement
- ☐ Fictitious Business Name Statement (*)

Limited Partnership (LP)

- ☐ Partnership Agreement
- ☐ Fictitious Business Name Statement (*)

Limited Liability Partnership (LLP)

- ☐ Partnership Agreement
- ☐ Fictitious Business Name Statement (*)

Trust Entities

- ☐ Copy of Title Page (Legal Name of Trust)
- ☐ Successor Trustee Section
- ☐ Copy of Signature Page
- ☐ Powers of the Trustee Section

Non-Profit Corporations

- ☐ Articles of Incorporation
- ☐ Bylaws
- ☐ Board of Directors

* For DBA ("doing business as") names, if applicable.

PART 1: BUSINESS INFORMATION

COMPLETE LEGAL BUSINESS NAME		DBA NAME	FEDERAL TAX ID NO. (TIN/SSN)	
STREET ADDRESS		CITY	STATE	ZIP CODE
DESCRIPTION OF BUSINESS			DATE BUSINESS ESTABLISHED	
BUSINESS PHONE NUMBER		ORGANIZATION TYPE: <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> LLC OR LLP <input type="checkbox"/> S CORPORATION <input type="checkbox"/> NONPROFIT CORP		
PRIMARY CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS		

PART 2: APPLICANT PROPOSED CREDIT FACILITY

LOAN AMOUNT \$ _____	TYPE OF LOAN <input type="checkbox"/> Secured Auto Term Loan <input type="checkbox"/> Unsecured Term Loan <input type="checkbox"/> Revolving Line of Credit (RLOC) <input type="checkbox"/> Business Visa Credit Card	LOAN TERM _____	For term loans only, automatic payment? <input type="checkbox"/> Yes <input type="checkbox"/> No For RLOCs only with an RCU account Overdraft Protection? <input type="checkbox"/> Yes <input type="checkbox"/> No Automatic Payment? <input type="checkbox"/> Yes <input type="checkbox"/> No
TERM LOAN DISBURSEMENT <input type="checkbox"/> Cashiers' Check <input type="checkbox"/> Wire Transfer <input type="checkbox"/> RCU Account: _____	FOR AUTO LOANS ONLY Dealer _____ Contact _____ Telephone _____ Address _____ PLEASE SUBMIT PURCHASE CONTRACT	VEHICLE INFORMATION Year/Make/Model _____ VIN _____ Property/Casualty Insurance Co. _____ Name of Agent _____ Agent's Telephone _____	

PART 3: ADDITIONAL INFORMATION REGARDING YOUR BUSINESS (Please provide information for the last 2 fiscal years)

FISCAL YEAR ENDED	ANNUAL REVENUES	ANNUAL NET PROFIT (LOSS)	TOTAL ASSETS	TOTAL LIABILITIES
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____

PRIMARY BANK		TOTAL CHECKING ACCOUNT BALANCE			
EXISTING BUSINESS LOANS WITH	BALANCE DUE	To be paid off by subject request?	MONTHLY PAYMENT (P & I)	COLLATERAL PLEDGED	MATURITY DATE
	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____		
	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____		
	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____		
	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____		
TOTAL LOAN BALANCE DUE	\$ _____	TOTAL MONTHLY PAYMENT	\$ _____		

PART 4: OWNERS OF BUSINESS

OWNER	PHYSICAL ADDRESS	TITLE	% OWNERSHIP	SOCIAL SECURITY NUMBER	DATE OF BIRTH

PART 5: AUTHORIZED USERS ON BUSINESS VISA

AUTHORIZED USER NAME	SOCIAL SECURITY NUMBER	DATE OF BIRTH	CELL PHONE NUMBER

PART 6: RELATED BUSINESS ISSUES

PURPOSE OF LOAN

Please answer the following questions on behalf of Applicant, Co-applicant(s) and all Owners/Guarantors:

Have you ever declared bankruptcy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a party to any claim or lawsuit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you current with all employee withholding and/or income taxes, Federal and State?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there or have there been any satisfied or unsatisfied judgements against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you given a lender a deed in lieu of foreclosure or been involved in a loan default?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any assets on financial statements pledged to secure indebtedness other than liabilities listed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any Owner/Guarantor assets held in personal trusts?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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 that Redwood Credit Union (RCU) is relying on this application in making loan(s) to me. RCU 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 RCU for that purpose now and in the future. RCU may disclose to any other interested parties RCU's experience with this account. I agree to inform RCU immediately of any matter which will cause any material change to my financial condition. I understand that RCU will retain this Member business loan application whether or not the credit is granted.

If your application for business credit is denied, you have the right to a written statement of the specific reasons for the denial. To obtain the statement, please contact Redwood Credit Union at PO Box, 6104, Santa Rosa, CA. 95406

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is: Federal Trade Commission, 400 7th St., SW Washington, DC 20024, Telephone: (202) 326-2222

Entity Name _____

By _____ Title _____ Date _____

Entity Name _____

By _____ Title _____ Date _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____