



# MEMBER BUSINESS LOAN APPLICATION

## 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. To comply with this requirement, please complete the following information prior to opening your account.

### Section 1 Loan Request and Collateral (please attach additional sheet if necessary)

<input type="checkbox"/> <b>Line of Credit</b>	Purpose <input type="checkbox"/> Cash Flow <input type="checkbox"/> Working Capital <input type="checkbox"/> Other: _____	Amount Requested \$		
<input type="checkbox"/> <b>Business Term Loan</b>	Purpose	Amount Requested \$	Term Requested	Down Payment (if purchase) \$
<input type="checkbox"/> <b>Commercial Real Estate</b>	Purpose	Amount Requested \$	Term Requested	Down Payment (if purchase) \$
<input type="checkbox"/> <b>Other:</b> _____	Purpose	Amount Requested \$	Term Requested	
<b>Collateral Offered</b>				
<input type="checkbox"/> Real Estate <input type="checkbox"/> Equipment <input type="checkbox"/> Vehicle <input type="checkbox"/> All Assets <input type="checkbox"/> Savings <input type="checkbox"/> Unsecured <input type="checkbox"/> Other _____				
<input type="checkbox"/> Vehicle or Equipment	Year	Make	Model	VIN#

### Section 2 Borrower Information

Legal Name of Borrower (Company Name) If Sole Proprietor, Last Name, First Name			Doing Business As (DBA) If Applicable			
Federal Tax ID Number	NAICS Code	Sic Code	Date Established	Present Ownership Since DD/MM/YY	Number of Employees	Annual Revenues \$
Business Type <input type="checkbox"/> S Corporation <input type="checkbox"/> C Corporation <input type="checkbox"/> Trust <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Non Profit <input type="checkbox"/> Partnership <input type="checkbox"/>			Nature of Business			
Business Physical Address (Please do not list a PO box here)			City	State	Zip	
Mailing Address (if different than physical address)			City	State	Zip	
Business Phone Number	Business Fax Number	Website	Business Email Address			
Has the business incurred a loss in the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is there any delinquent state or federal income taxes owed by the business? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the business under agreement so that ownership will change? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were Gross Revenues \$1,000,000 or less in previous fiscal year? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### Section 3: Business Financial Information

Business Deposit or Investment Accounts Business Deposit or Investment Accounts. Attach separate sheet if necessary.							Balance
Financial Institution							\$
							\$
<b>Present Business Loans</b> (List only non GFA Accounts in this section) Attach separate sheet if necessary)							
Financial Institution	Balance \$	Monthly Payment \$	Interest Rate %	Open Date	Maturity	Collateral	
	\$	\$	%				

If yes to any of the questions, Please explain on an attached sheet:

- Has GFA Federal Credit Union incurred a loss from the borrower or any principals?
- Is the borrower or any principal currently involved in any litigation or other legal claims?
- Has the borrower or any principal ever declared bankruptcy?
- Are any taxes currently past due by the borrower or principals?
- Is the borrower liable on any debts not shown above?
- Is the borrower or any principal contingently liable as guarantor, comaker or endorser?

- Yes  No
- Yes  No
- Yes  No
- Yes  No
- Yes  No
- Yes  No

## EQUAL CREDIT OPPORTUNITY NOTICE

If your gross business revenues were less than \$1,000,000 and the Creditor denies your application for credit, you have the right to a written statement of the specific reasons for the denial. To obtain the statement please contact:

Business Loan Department  
 GFA Federal Credit Union  
 229 Parker Street  
 PO Box 468  
 Gardner MA 01440  
 978-632-2542

Within 60 days from the date you are notified of Creditor's decision. The Creditor will send you a written statement of reasons for the denial within 30 days of receiving your request for the statement. The notice describes additional protections extended to you.

**NOTICE:** 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 (providing 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:

National Credit Union Administration, Office of Consumer Protection (OCP)  
 Division of Compliance and Outreach (DCCO)  
 1775 Duke Street  
 Alexandria, VA 22314-3428

We may order an appraisal to determine the property's value and charge you for this appraisal. We will promptly give you a copy of any appraisal, even if your loan does not close. You can pay for an additional appraisal for your own use at your own cost.

### Section 5: Statement and signatures of all business owners/principals (if more than two owners, please attach additional sheet)

This information and the information provided on all accompanying financial statements and schedules is provided for the purpose of obtaining credit for the Applicant(s) or for the purpose of Applicant(s) guaranteeing credit for others. Applicant(s) acknowledge that representations made in this statement will be relied on by Creditor in its decision to grant such credit. This Statement is true and correct in every detail and accurately represents the financial condition of the Applicant(s) on the date given below. Creditor is authorized to make all inquiries it deems necessary to verify the accuracy of the information contained herein and to determine the creditworthiness of the Applicant(s). Applicant(s) will promptly notify Creditor of any subsequent changes which would affect the accuracy of this Statement. Creditor is further authorized to answer any questions about Creditor's credit experience with Applicant(s). Applicant(s) are aware that any knowing or willful false statements regarding the value of the above property for purposes of influencing the actions of Creditor can be a violation of federal law, 18 U.S.C. & 1014, and may result in a fine or imprisonment or both.

In addition, each individual signing below authorizes the Creditor to check their individual credit account and employment history and have a credit-reporting agency prepare a consumer credit report on them.

By signing below, the undersigned agree(s) to all the terms and conditions of this application.

<b>Statement of intent to obtain credit and joint applicant/guarantors</b>		
<input type="checkbox"/> Yes, we are applying for joint credit in all of our names Initials _____		
<input type="checkbox"/> No, the request is for individual credit in the name of: _____		
1. Signer	Title	Date
2. Signer	Title	Date

**Please provide the following documentation along with your complete application:**

- |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Company History/Business Background<br><input type="checkbox"/> Last 2 Years Tax Returns for Operating Entity<br><input type="checkbox"/> Last 2 Years Tax Returns for ALL Principals with 20% or more ownership in business<br><input type="checkbox"/> Equipment Listing (if equipment is being used as collateral) | <b>Start Up Business:</b><br><b>Corporation:</b><br><b>Limited Liability Company</b><br><b>Non Profit</b><br><b>Trust</b><br><b>Commercial Real Estate</b> | <input type="checkbox"/> Business Plan <input type="checkbox"/> 2 Year Cash Flow Projections<br><input type="checkbox"/> Current By Laws <input type="checkbox"/> Articles of Incorporation<br><input type="checkbox"/> Current Business License <input type="checkbox"/> Articles of Organization <input type="checkbox"/> Operating Agreement<br><input type="checkbox"/> Current Business License <input type="checkbox"/> Articles of Organization<br><input type="checkbox"/> Original or Certified Copy of Executed Trust Agreement and All Related Documents<br><input type="checkbox"/> Rent Roll for ALL Properties <input type="checkbox"/> Copies of ALL Leases <input type="checkbox"/> Recent Tax Bill for ALL Properties<br><input type="checkbox"/> Schedule of Debt for ALL Properties<br><input type="checkbox"/> Purchase and Sales Agreement (Purchase Transactions ONLY) |
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\*Form 4506-T- Request to Verify Income Tax Returns is required on all transactions.

Questions? Call GFA Federal Credit Union during normal business hours to speak with a Business Development Officer at 978-632-2542.

For Credit Union Use Only					
Originating Officer Name/Title	Initials	Branch	Phone Number	Fax Number	