

Business Loan Application



Sandia Laboratory Federal Credit Union 3707 Juan Tabo Blvd. NE, Albuquerque, NM 87111 | 505.293.0500 ext. 7200 | 800.947.5328 ext. 7200 | slfcu.org | business@slfcu.org

Loan Amount Requested **Purpose**

Business Applicant Information

Complete Legal Business Name		DBA Name		Federal Tax ID Number	
Business Street Address		City	State	Zip	<input type="checkbox"/> Own <input type="checkbox"/> Lease <input type="checkbox"/> Rent <input type="checkbox"/> Monthly Payment \$ _____
Mailing Address (if different)		City	State	Zip	
Business Phone	Website / Email		Business Product or Service		
Date Business Established (month/year)	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Partnership <input type="checkbox"/> S Corporation <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> General Partnership <input type="checkbox"/> C Corporation <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Other _____				

Owner/Guarantor Information

Name	Home Phone	Business Phone	Percentage Ownership
Address	City	State	Zip
Social Security Number	Occupation	Title	Number of Years in Occupation

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Name	Home Phone	Business Phone	Percentage Ownership
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Financial Statement Please fill out the sections below outlining your assets and liabilities or provide a personal financial statement. Please indicate or provide explanation relating to any assets owned jointly or by a trust, or liabilities owed with others. (Attach schedules [A-H] and explanatory notes if necessary.)

Statement of financial condition as of Date Are any of the assets listed on this statement held under a trust agreement? Yes No

	Assets	Amount
Cash [A]	With SLFCU	\$
	With other financial institutions	\$
Stocks and Bonds [B]	Market securities	\$
	Others	\$
Life Insurance [C]	Cash value	\$
Accounts and Notes Receivable [D]		\$
Real Estate [E]	Residence(s)	\$
	Other	\$
Other Assets and Personal Property [F]		\$
Total Assets		\$

	Liabilities	Amount
Notes and Loans Payable (other than real estate) [G]	Notes payable to bank	\$
	Notes and loans payable	\$
Accounts and Bills Payable	Credit cards	\$
	Other	\$
Taxes Owed	Cash value	\$
Real Estate Notes and Contracts Payable [E]	Residence(s)	\$
	Other	\$
Contingent Liabilities [H]		\$
Total Liabilities		\$
Net Worth (Difference between total assets and total liabilities)		\$

Cash Location and Status of Accounts [Schedule A]

Checking	CDs	Date CD Matures	Savings	Bank and Branch Where Carried	Balance
Total					\$

Stocks and Bonds (Include interests in any closely held business) [Schedule B]

Registered in the Name of	Description	Number of Shares	Total Value
Total			\$

Life Insurance [Schedule C]

Name of Company	Insured	Primary Beneficiary	Face Amount	Loans on Policy	Cash Value
Total					\$

Accounts and Notes Receivable [Schedule D]

Due From	Maturity Date	Terms		Balance Due
		\$	per	
		\$	per	
		\$	per	
		\$	per	
		\$	per	
Total		\$		\$

Real Estate Including Notes and Contracts Payable [Schedule E]

Parcel # / Address / Location	Mortgage or Lien Holder	Date Acquired	Rate	Taxes	Purchase Price	Present Value	Balance Due	Monthly Payment
Total					\$	\$	\$	\$

Other Assets and Personal Property [Schedule F]

Automobiles		Value	Recreational Vehicles and Boats		Value	Other Assets		Value
Year	Make		Year	Make		Furniture		
Year	Make		Year	Make		Jewelry		
Year	Make		Other			Other		
Subtotal		\$	Subtotal		\$	Subtotal		\$
Total other assets							\$	

Notes and Loans Payable (Other than real estate) [Schedule G]

Payable To	Collateral	Maturity Date	Terms		Balance Due
			\$	per	
			\$	per	
			\$	per	
			\$	per	
Total					\$

Contingent Liabilities [Schedule H]

Payable To	Persons Liable	Collateral	Terms		Balance Due
			\$	per	
			\$	per	
			\$	per	
			\$	per	
Total					\$

Signatures

I (We) hereby affirm that the foregoing information contained in this financial statement is presented for the purpose of obtaining credit as of the date indicated and is true, complete, and correct. I understand Sandia Laboratory Federal Credit Union ("Lender") is relying on this statement of my financial condition in making loan(s) to me. I hereby certify that this is a true statement of my financial condition as of the date of valuation. All credit facilities, encumbrances of assets, and contingent liabilities – including standby letters of credit, endorsements, or guaranties – are fully disclosed. I hereby represent that I am not a party to any bankruptcy proceedings. If there are any exceptions to the foregoing representation, they are fully disclosed to you in attached written exhibits. Lender is authorized to make any investigation of my credit or employment status either directly or through any agency employed by Lender for that purpose. Lender may disclose to any other interested parties Lender's experience with this account. I agree to inform Lender immediately of any matter which will cause any significant change in my financial condition. I understand that Lender will retain this financial statement whether or not credit is granted.

I have read, understand, and agree to make these representations and warranties.

Owner/Guarantor Signature	Date	Owner/Guarantor Signature	Date
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Sandia Laboratory Federal Credit Union Business Loan Checklist

Please provide the following information.

For requests up to \$50,000:

- Most recent year-end business and personal Federal Tax Return; include all business and personal schedules and personal K-1s, if applicable
- Last fiscal year-end business Profit and Loss Statement and Balance Sheet
- Most recent interim Profit and Loss Statement and Balance Sheet (if last fiscal year-end is more than six months ago)
- Business formation documents (business license, partnership agreement, articles of incorporation, articles of organization, or trust certification form)

For requests of more than \$50,000:

- Business and personal Federal Tax Return for the last three years; include all business and personal schedules and personal K-1s, if applicable
- Business Profit and Loss Statement for the past three years
- Most recent interim Profit and Loss Statement and Balance Sheet (if fiscal year-end is more than six months ago)

- Business formation documents (business license, partnership agreement, articles of incorporation, articles of organization, or trust certification form)
- Completed individual financial statement(s) on each owner/guarantor with real estate schedule, when applicable, and appropriate asset verification (for example, bank/brokerage statements)
- Purchase invoice for vehicle(s), machinery, or equipment
- Current accounts receivable and accounts payable aging
- Complete list of debts of borrower, including terms, payment amounts, interest rate, and maturity dates
- Business Plan

For Real Estate loans, include the following:

- Copies of leases and current rent roll, if applicable
- Loan pay-off information
- Escrow instructions or sales agreement, if applicable

Once you have completed the application and checklist, please call our Commercial Lending Department to determine what other documents you might need.