



**Please complete, sign and date all documentation and financial information and submit a complete loan package to prevent any unnecessary delays in your application.**

**1. Required for all Small Business Loan Applications under \$50,000.**

- Business Loan Application
- Personal Financial Statement (Dupaco form) for all owners with greater than 20% ownership.
- Bank Statements (if non-Dupaco member) for the last 3 months on all Business and Personal accounts.
- Copy of invoice, contract or proposal if loan is used to purchase equipment, vehicle or real estate.

**2. Required for all Business Loan Applications with exposure greater than \$50,000.**

- Business Federal Tax Returns: Last 2 years complete with all Schedules. (CPA Audited or Reviewed statements may be substituted.)
- Fiscal Year End Financial Statement (Business prepared): required if current tax return is not filed.
- Year to Date Profit & Loss Statement (Business prepared): required if applying more than 6 months after Business fiscal year end.
- Personal Federal Tax Returns: Last 2 years complete with all Schedules for all owners with greater than 20% ownership. (Include all K-1 statements for business identified on Schedule E and all supporting statements attached to the return.)

Evidence of business and/or real estate property insurance coverage will be required to support loan request.

Entity Documentation will be required at deposit account opening and prior to the loan closing.

**Dupaco may request additional documentation and financial information deemed necessary.**



Credit Union Use Only:	Branch: _____
Date: _____	Staff Contact: _____

**BUSINESS LOAN APPLICATION**

**TYPE OF LOAN: Please select loan type:**

<input type="checkbox"/> Business Vehicle (Fleet) Loan	<input type="checkbox"/> Commercial Mortgage
<input type="checkbox"/> Equipment Financing	<input type="checkbox"/> Working Capital Loan
<input type="checkbox"/> Line of Credit	

**Amount Requested:** \_\_\_\_\_ **Purpose/Use of Funds:** \_\_\_\_\_

Collateral to be pledged: At minimum, loans will be secured by All Business Assets unless other specific assets acceptable to Dupaco are pledged. Please select collateral type:

<input type="checkbox"/> All Business Assets Description of Assets:	<input type="checkbox"/> Real Estate* Provide real estate details below.	<input type="checkbox"/> Equipment/Vehicle Description of Equipment:
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Existing Liens/Pledges/Mortgages on Business Assets? If yes, please explain: \_\_\_\_\_

*Real Estate Property Owner	Street	City	State	Zip
Lot(s)	Block(s)	Parcel No.	Is the property bare land?	Is it in a flood zone?

**COMPANY INFORMATION**

Business Legal Name: \_\_\_\_\_ DBA Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Contact Preference of Owner: \_\_\_ Email \_\_\_ Phone

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website/Email: \_\_\_\_\_

Legal Status: \_\_\_ Partnership \_\_\_ Corporation \_\_\_ LLC \_\_\_ Sole Proprietorship \_\_\_ Trust \_\_\_ Non-Profit

State where business is organized \_\_\_\_\_

Tax I.D. Number	Business Start Date	Owner Since	# of Locations	# of Employees
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Business Description: What does the business do? \_\_\_\_\_

Your customers pay you by (choose all that apply) \_\_\_ Cash \_\_\_ Credit \_\_\_ Cash on Delivery \_\_\_ Terms – define the terms Net 10, 15, 30?

**OWNER(s) INFORMATION (for all owners with 20% or greater ownership interest)**

<b>1) Name (First, MI, Last)</b>	Title (owner, etc.)	% Ownership	Date of Birth
Address	City	State	Zip
Driver's License #	E-Mail	Monthly Salary	Social Security #
Home Phone	Cellular Phone #	Are you a Member of This Credit Union? [ ] Yes [ ] No	

<b>2) Name (First, MI, Last)</b>	Title (owner, etc.)	% Ownership	Date of Birth
Address	City	State	Zip
Driver's License #	E-Mail	Monthly Salary	Social Security #
Home Phone	Cellular Phone #	Are you a Member of This Credit Union? [ ] Yes [ ] No	

**Disclosures**

If answer is yes, please explain. If no, no additional information is needed.

Is the Business in the process of a sale or change of ownership? _____ Yes _____ No	Is the Business involved in any pending litigation or subject to outstanding judgments? _____ Yes _____ No
Is the Business contingently liable as a guarantor on any other obligations? _____ Yes _____ No	Are any of the Business' tax returns being contested or audited? _____ Yes _____ No
Has the Business ever declared bankruptcy? _____ Yes _____ No	Does the Business have any international subsidiaries/affiliates, customers or suppliers? _____ Yes _____ No



Has the Business incurred a loss in the last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the Business involved with any type of gambling activity, marijuana or cannabis? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Business delinquent on any debt including loans, payables or taxes? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this an Internet-based business? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Business provide or have on their premises any of the following Money Services (please check all that apply and indicate issuer under Explanation): <input type="checkbox"/> ATM <input type="checkbox"/> Check Cashing <input type="checkbox"/> Funds Transfer <input type="checkbox"/> Money Orders <input type="checkbox"/> Prepaid / Stored / Gift Cards <input type="checkbox"/> Travelers Checks	

Explanation(s):

**Business Financial Information: Do you currently have a business account with Dupaco?  Yes  No**

This section must be completed: Fiscal Year End (FYE)	FYE Date: ___ / ___ / ____	FYE Sales or Revenue: \$ _____	FYE Net Income: \$ _____
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**Deposits (Checking / Savings / Money Market / CDs):**

Deposit Type	Bank Name	Current Balance
		\$
		\$

**Business Assets (Accounts Receivable / Inventory / Equipment / Vehicles / Real Estate):**

Asset Type	Value

**Loans (Mortgage / Commercial Real Estate / Equipment Term Loan / Business Credit Cards):**

Creditor	Type of Loan	Collateral	Credit Limit	Balance	Monthly Payment	Interest Rate	Maturity
			\$	\$	\$		
			\$	\$	\$		
Attach additional sheets if necessary			TOTAL	\$	\$	\$	

**Applicant Notices**

**USA Patriot Act:** In accordance with Section 326 of the USA Patriot Act, all persons and business entities are subject to identity verification requirements. If you request to open an account (any formal banking relationship, including deposits, loans, safe deposits, trusts, etc.), the Credit Union will request documentary verification on your identity and will perform appropriate background checks in compliance with the Act.

**Right to Request Specific Reasons for Credit Denial Given at the Time of Application:** 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 Dupaco Community Credit Union, Business Loan Department, 3299 Hillcrest Road, Dubuque, Iowa 52001, 563-557-7600, ext. 203 within 60 days from the date you are notified of our decision. We will send you a written statement of reasons for the denial within 30 days of receiving your request for the statement.

**Equal Credit Opportunity Act:** 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: NCUA Consumer Assistance Center, 1775 Duke St., Alexandria, VA 22314-3418.

**Notice of Right to Copy of an Appraisal:** If your application is secured by a first lien on a 1-4 family dwelling or commercial property: We may order an appraisal or written valuation to determine the property's value and charge you for this appraisal or written valuation. We will promptly give you a copy of any appraisal or written valuation, even if our loan does not close. You can pay for an additional appraisal for your own use at your own cost.

**Required Signature(s)**

By signing below, you certify that, to the best of your knowledge and belief, all information contained on this application [and in the accompanying statements and documents] is true, and correct. You agree to notify Dupaco Community Credit Union immediately of any material changes in this application. You authorize Dupaco or its assigns to contact any bank, business credit reporting and credit bureau agencies and associations it deems necessary without further notice to obtain credit information. You also authorize Dupaco or its assigns to make inquiries to the Internal Revenue Service, and to provide information concerning Applicant's credit relationship to business credit reporting and credit bureau agencies and associations and other creditors. This application remains the sole property of Dupaco whether or not the loan/lease is granted.

Signature:	Title:	Date:
Signature:	Title:	Date:
Signature:	Title:	Date:
Signature:	Title:	Date: