

# SBA Loan **Application**

# Business Loan Application

## SECTION I – BUSINESS INFORMATION

Borrowing Company or Individual's Name \_\_\_\_\_

*If more than one individual is listed as a borrower, the Joint Credit Acknowledgement must be initialed in Section X.*

C Corp    S Corp    Professional Corporation    LLC   State of Incorporation \_\_\_\_\_

Partnership

Sole Proprietor   Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Primary Identification\* # \_\_\_\_\_

Issued By \_\_\_\_\_ Issue Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiration \_\_\_\_/\_\_\_\_/\_\_\_\_

*\* Primary identification is one of the following: 1) Unexpired state driver's license or identification card with a picture; 2) Unexpired passport; 3) U.S. Active Duty Military Card.*

Other   Type: \_\_\_\_\_

Tax ID Number \_\_\_\_\_

Main Office Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_

Key Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Date Company Founded/Purchased \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of Locations \_\_\_\_\_

Main Business Activity \_\_\_\_\_

Key Customers (names) \_\_\_\_\_

Major Competitors \_\_\_\_\_

## SECTION II – AMOUNT REQUESTED

Real Estate Purchase	\$	Property Address:	
Equipment Purchase	\$		
Working Capital	\$		
Inventory	\$		
Debt Refinance	\$	Bank to Payoff:	
Business Acquisition	\$	Name of Business:	
<b>Total</b>	<b>\$</b>		

# Business Loan Application

## SECTION III – COLLATERAL FOR THE PROPOSED LOAN

### Business Assets

	Value	Source of Value	Description
Accounts Receivable	\$		
Inventory	\$		
Net Fixed Assets (e.g. equipment)	\$		
Vehicle	\$		

### Real Estate

	Value	Source of Value	Description
Commercial Real Estate	\$		
Personal Residence	\$		
Other Residential	\$		

Busey Bank Certificate of Deposit	\$	Face Value	
Marketable Securities*	\$		

\* Retirement accounts are not eligible to pledge as collateral.

## SECTION IV – BUSINESS OR PERSONAL DEPOSIT ACCOUNTS

Bank Name	Account #	Account Type	Current Balance
			\$
			\$
			\$

# Business Loan Application

## SECTION V – DEBT SCHEDULE

Name of Bank/Creditor	Purpose of Loan	Collateral	Original Amount	Current Balance	Maturity Date	Interest Rate	Monthly Payment
			\$	\$	/ /	%	\$
			\$	\$	/ /	%	\$
			\$	\$	/ /	%	\$
			\$	\$	/ /	%	\$
			\$	\$	/ /	%	\$
			\$	\$	/ /	%	\$
			\$	\$	/ /	%	\$
			\$	\$	/ /	%	\$
			<b>Total</b>	<b>\$</b>			<b>\$</b>

**Notes:**

- This schedule should include loans, capitalized leases, contracts/notes payable and lines of credit. Please do not include accounts payable or accrued liabilities.
- For individual borrowers, please include all loans in your name, including loans for non-business purposes
- Please indicate if any of the above loans are SBA LOANS

# Business Loan Application

## SECTION VI – OWNERSHIP

### Owner Information

Owner Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, ST ZIP \_\_\_\_\_  
SSN            -   -            Ownership %\*            \_\_\_\_\_  
U.S. Citizen     Yes     No            Lawful Permanent Resident\*\*     Yes     No

*Click the plus sign in the lower right corner of the above table to add information for additional owners.*

\*Busey Bank requires all individuals with a 20% or greater ownership interest to guaranty the loan.

\*\* Attach copy of Legal Permanent Resident Card.

## SECTION VII – AFFILIATE & SUBSIDIARY COMPANIES

List all Companies in which your business, or any of the owners, hold ownership interest.

### Affiliate/Subsidiary

Business Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, ST ZIP \_\_\_\_\_  
Name of Person            \_\_\_\_\_            Ownership %\*            \_\_\_\_\_

*Click the plus sign in the lower right corner of the above table to add information for additional affiliates/subsidiaries.*



# Business Loan Application

## SECTION VIII – OTHER

Existing Bank \_\_\_\_\_

CPA name \_\_\_\_\_

CPA Phone \_\_\_\_\_ CPA email \_\_\_\_\_

May we contact your CPA in connection with your loan?  Yes  No

Do you currently own or lease your building?  Own  Lease

Has the business or any owner of the company filed for bankruptcy protection?  Yes  No

Has the business or any owner been convicted of a felony or a non-traffic misdemeanor?  Yes  No

Has the business or any owner ever been, or are currently involved in a lawsuit?  Yes  No

Is the company liable on any debts not shown on this application?  Yes  No

Are business and personal taxes current for each owner?  Yes  No

Is the company or any principal contingently liable as a guarantor on other debt?  Yes  No

Is your business a franchise?  Yes  No

Did you engage a loan broker/packager in connection with this application to Busey?  Yes  No

If yes, provide the broker/packager's name address and contact information below.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Explanations for above: \_\_\_\_\_

# Business Loan Application

## SECTION IX – AGREEMENT AND SIGNATURES

**Customer Identification Requirements:** To help the government fight the funding of terrorism and money laundering activities, Federal Law requires all financial institutions to obtain, verify and record all 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.

By signing below, I/We certify the above information I/We have stated in this application is true to the best of my/our knowledge. It's an accurate statement of my/our income. I/We understand you will rely on this information in deciding whether or not to grant or continue credit to me/us and you may request further information. I/We understand that by completing pages 1 – 7 of this document, I/We am/are making an inquiry as to a potential commercial loan. This inquiry will only be considered a complete application upon the submission of all supporting documentation noted as required on page 12 I/We also understand you will not return this document. I/We authorize you to check my/our credit and employment history.

**Credit Authorization:** I/We authorize Busey Bank to conduct necessary background, credit, good standing and other searches on all owners of the business making this loan application, the business itself, as well as all affiliate and subsidiary businesses of the owners. I/We further authorize Busey Bank to share this information with any certified development company if in connection with an SBA 504 loan. I/We provide consent to my/our CPA to freely discuss and share business financial information as part of Busey Bank's due diligence in connection with this loan application. I/We give consent to Busey Bank to evaluate our financial condition for any other product that may meet our financial needs.

I certify that I am age eighteen or older and am authorized to apply for business financing on behalf of the owners/partners/shareholders of the business. I confirm that I have explained to and obtained consent of each owner/partner/shareholder to allow Busey Bank to conduct its due diligence procedures.

Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date

### Acknowledgement of Joint Credit

If the loan is in the name of two or more individuals rather than a business entity, this section must be completed.

We, the undersigned, intend to apply for joint credit.

Initials of Co-Applicant	Date	Initials of Co-Applicant	Date
--------------------------	------	--------------------------	------







**Section 3 – Statement of Financial Condition as of Enter a date.**

Assets Do not include assets of doubtful value	In dollars		If joint, with whom	Liabilities	In dollars		If joint, with whom
	Ind.	Joint			Ind.	Joint	
Cash, Checking & Savings, CDs – see Schedule A				Notes payable to banks & others – see Schedule H			
U.S. Gov't & marketable securities – see Schedule B				Due to brokers			
Non-marketable securities – see Schedule C				Amounts payable to others – secured			
Securities held by broker in margin accounts				Amounts payable to others – unsecured			
Restricted, control or margin account stocks				Accounts & bills due			
Real estate owned – see Schedule D				Unpaid income tax			
Accounts, loans & notes receivable				Other unpaid taxes & interest			
Automobiles				Real Estate mortgages payable – see Schedule D & H			
Cash surrender value-life insurance – see schedule E				Credit Cards (List separately if needed)			
Vested Interest in deferred compensation/profit-sharing plans – see Schedule F							
Business ventures – see Schedule G				<b>Total Liabilities</b>			
Other assets/personal property itemize – see Schedule G if applicable				Net Worth			
<b>Total Assets</b>				<b>Total Liabilities and Net Worth</b>			

**Section 4 – Annual Income for Year Ended Enter a date.**

Annual Income	Individual	Joint	Annual Expenditures	Individual	Joint	Contingent Liabilities Estimated Amounts	Yes No		Individual	Joint
Salary, bonuses & commissions			Mortgage/rental payments			Do you have any:	<input type="checkbox"/>	<input type="checkbox"/>		
Dividends & interest			Real estate taxes & assessments			Contingent liabilities (as endorser, co-maker or guarantor?)	<input type="checkbox"/>	<input type="checkbox"/>		
Real estate income			Taxes federal, state & local			(On leases? On contracts?)	<input type="checkbox"/>	<input type="checkbox"/>		
Other income (alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.)			Insurance payments			Involvement in pending legal actions?	<input type="checkbox"/>	<input type="checkbox"/>		
			Other contract payments (car payments, charge cards, etc.)			Contested income tax liens?	<input type="checkbox"/>	<input type="checkbox"/>		
			Alimony, child support, maintenance			Any estimated capital gains tax on the unrealized asset appreciation?	<input type="checkbox"/>	<input type="checkbox"/>		
			Other Expenses			Other special debt or circumstances?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Total Income</b>			<b>Total Expenditures</b>			If yes to any question(s) describe:	<input type="checkbox"/>	<input type="checkbox"/>		
							<b>Total Contingent Liabilities</b>			

**SCHEDULE A – Cash Checking and Savings Accounts, Certificates of Deposit (CDs), Money Market Funds, etc.**

Name of Financial Institution	Type of Account	Owner	(J)	If Pledged, to Whom?	Balance
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

**SCHEDULE B – U.S. Government & Marketable Securities (Use additional sheets if necessary)**

Number of Shares or Face Value of Bonds	Description	In Name of	Are these Registered, Pledged or Held by Others?	Value	Exchanges Where Traded

**SCHEDULE C – Non-Marketable Securities (Use additional sheets if necessary)**

Number of Shares or Face Value of Bonds	Description	In Name of	Are these Registered, Pledged or Held by Others?	Value	Method of Valuation

**SCHEDULE D – Investments in Real Estate (Use additional sheets if necessary)**

Description/Location of Real Estate Investment	(J)	Date of Original Investment Amount	% Owned By You	Market Value of Your % of Investment	Present Balance	Monthly Payment	Mortgage Maturity Date	Mortgage Owed To
		/ /					/ /	
		/ /					/ /	
		/ /					/ /	

**SCHEDULE E – Life Insurance carried, including group insurance**

Name of Insurance Company	Owner of Policy	Beneficiary and Relationship	Face Amount	Policy Loans	Cash Surrender Value

**SCHEDULE F – Vested Interest in Deferred Compensation/Profit-Sharing Plans**

% Vested	Company Name	Account Number	Manner of Payout (Annuity, Lump Sum, Etc.)	Distribution Date	Beneficiary	Amount
				/ /		
				/ /		
				/ /		

SCHEDULE H – Loans Owning Banks, Brokers, Finance Companies and Others (MasterCard, Visa, etc.)							
Owing to (Acct. No.)	(J)	Date of Original Borrowing/Amount	Present Balance	Due	Monthly Payment	Date of Final Payment	Secured By
	<input type="checkbox"/>	/ /				/ /	
	<input type="checkbox"/>	/ /				/ /	
	<input type="checkbox"/>	/ /				/ /	

The information contained in this statement is provided to induce you to extend or to continue the extension of credit to the undersigned or to others upon the guaranty of the undersigned. The undersigned acknowledges and understands that you are relying on the information provided herein in deciding to grant or continue credit or to accept a guaranty thereof. Each of the undersigned represents, warrants, and certifies that (1) the information provided herein is true, correct and complete and gives a correct and complete showing of the financial condition of the undersigned. (2) the undersigned has no liabilities direct, indirect or contingent except as set forth in this statement, and (3) legal and equitable title to all assets listed herein is in the undersigned's sole name, except as may be herein otherwise noted. Each of the undersigned agrees to notify you immediately and in writing of any change in name, address, or employment and of any material adverse change (1) in any of the information contained in this statement or (2) in the financial condition of any of the undersigned or (3) in the ability of any of the undersigned to perform its (or their) obligations to you. In the absence of such notice or a new and full written statement, this should be considered as a continuing statement and substantially correct. You are authorized to make all inquiries you deem necessary to verify the accuracy of the information contained herein, and to determine the credit-worthiness of the undersigned and the undersigned hereby authorizes all persons of whom you make such inquiries to respond thereto in full. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned.

Date signed     /    /                          Signature (individual) \_\_\_\_\_

Date signed     /    /                          Signature (other party) \_\_\_\_\_



# Business Loan Application

## FULL APPLICATION CHECKLIST

### Business Financial Information

Required	Received	
<input type="checkbox"/>	<input type="checkbox"/>	Last three years business tax returns (operating company/holding company/all affiliates)
<input type="checkbox"/>	<input type="checkbox"/>	Year-end Profit & Loss statement
<input type="checkbox"/>	<input type="checkbox"/>	Year-end Balance Sheet
<input type="checkbox"/>	<input type="checkbox"/>	Accounts Receivable aging
<input type="checkbox"/>	<input type="checkbox"/>	Accounts Payable aging
<input type="checkbox"/>	<input type="checkbox"/>	Year-to-date Profit & Loss statement (plus same time period for prior year)
<input type="checkbox"/>	<input type="checkbox"/>	Year-to-date Balance Sheet (plus same time period for prior year)
<input type="checkbox"/>	<input type="checkbox"/>	Business debt schedule (if separate from above)
<input type="checkbox"/>	<input type="checkbox"/>	Detailed Business Plan
<input type="checkbox"/>	<input type="checkbox"/>	Three years of detailed Projections with significant assumptions

### Personal Information

Required	Received	
<input type="checkbox"/>	<input type="checkbox"/>	Last three years personal tax returns (all owners)
<input type="checkbox"/>	<input type="checkbox"/>	Include all K-1s
<input type="checkbox"/>	<input type="checkbox"/>	Personal financial statement (if separate from above)
<input type="checkbox"/>	<input type="checkbox"/>	Personal Resume
<input type="checkbox"/>	<input type="checkbox"/>	Form 1919 (to be provided)

### Other Information

Required	Received	
<input type="checkbox"/>	<input type="checkbox"/>	Purchase Contract
<input type="checkbox"/>	<input type="checkbox"/>	Existing Leases
<input type="checkbox"/>	<input type="checkbox"/>	Filed Articles of Organization
<input type="checkbox"/>	<input type="checkbox"/>	Filed Articles of Incorporation
<input type="checkbox"/>	<input type="checkbox"/>	By-Laws
<input type="checkbox"/>	<input type="checkbox"/>	Operating Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Current business checking account statement
<input type="checkbox"/>	<input type="checkbox"/>	Copies of all Notes Payable requested to be refinanced here
<input type="checkbox"/>	<input type="checkbox"/>	Construction-related information (detailed project budget, plans & specs, etc.)