

**FAIRWINDS CREDIT UNION
BUSINESS LENDING CHECKLIST
Term Loans**

Business Name: _____

Primary Contact: _____

Phone #: _____

- Completed and signed commercial loan application
- Brief description of the company
- Signed/complete copies of the previous two years tax returns and all schedules for each owner or principal
- Copies of W-2 (if applicable) for last two years
- Copies of the last two year-end company financial statements (balance sheets, profit/loss statements and complete tax returns)
- Current interim business financial statements
- Projected profit and loss statements for the upcoming year
- Current personal financial statements for each owner or principal with at least 20% ownership
- The most recent accounts receivable ageing
- The most recent accounts payable ageing

If the loan is to be secured by inventory:

- The most recent inventory listing with estimated values

If the loan is to be secured by equipment or used to purchase new/used equipment:

- The most recent equipment listing with estimated values
- New equipment: signed purchase agreement
- Used equipment: signed purchase/sale agreement

If the loan is to be secured by a pledge of stocks, bonds, mutual funds, securities accounts or debentures:

- A list of the securities, values, date traded and source

Business Organization Structure

- For Corporations: Articles of Incorporation
- For Partnerships: Partnership Agreement
- For D/B/A: Assumed Name Certificate
- For Limited Liability Companies: Articles of Incorporation

Referred By: _____

Package Reviewed By: _____

Mgmt: _____

Date: _____