



## **Business Loan Application Instructions & Requirements**

Thank you for your interest in applying for a Business/Commercial Loan with Blackhawk Community Credit Union. You can count on us to do everything we can to help you with your financing needs.

### **Please follow these instructions to have your request considered.**

1. Complete and sign the Member Business Loan Application.
2. Complete and sign the Personal Financial Statement.
3. Please sign the Release Authorization form.
4. Complete and sign the Environmental Questionnaire for real estate.
5. Complete and sign Rent Roll on all investment properties.

### **Additional documents required to process your request:**

1. Copies of the business Federal Tax Returns for the last 3 years.
2. Copies of the personal Federal Tax Returns for the last 3 years for each shareholder who owns 10% or more of the business. For sole proprietorships and individuals purchasing rental property in their own name, only the personal returns are required. Please remember to include K-1 information for all business ventures.
3. Most recent year over year interim balance sheet and income statement for your business, if available.
4. Personal financial statement for each individual who owns 10% or more of the business
5. If applying as an LLC, LLP or Corporation, provide copies of Articles of Incorporation, Operating Agreements and/or By-Laws.
6. Real Estate Purchase Transactions: Copy of the fully executed Offer to Purchase, Real Estate Condition Report & Realtor name and phone number.
7. Information regarding the collateral used to secure the loan (vehicle information/copies of titles/payoff information and amounts).

\*\* Additional information may be needed, depending on the nature of your request.



Please Tell Us How We Can Help With Your Small Business or Professional Practice!

I am seeking financial advice on the following issues:

- Refinancing existing debt
Managing the temporary cash flow shortages my business experiences every year
Financial assistance with the purchase of new or used equipment including advice on whether to lease or purchase the equipment
Assistance with financing the purchase of an existing business or buy-out of a partner
Refinance existing commercial mortgage
Real estate acquisition loan
Construction financing for commercial real estate
Letter of Credit needs
Unsecured financing
Cash management solutions that will reduce my checking account service charges
Maximizing the return on my idle cash

At this time, the amount I think I would like to borrow is \$

In order for us to be as beneficial as possible, please provide some information on your business and its owners:

Legal Business Name:

Address:

Phone Number:

Briefly Describe Your Business:

Web Site Address:

Business Began Operations In:

Current Ownership: %

Current owners since

Ownership Information:

Position/Title:

Name:

Home Address:

Phone Number:

E-Mail Address:

Social Security Number:

Position/Title:

Name:

Home Address:

Phone Number:

E-Mail Address:

Social Security Number:

Janesville-Westside
2640 W. Court St.
608-755-6065

Janesville-Eastside
2704 E. Milwaukee St.
608-755-6065

Janesville-North side
3012 Deerfield Dr.
608-755-6065

Edgerton
617 N. Main St.
608-884-3351

Delavan
1116 E. Geneva St.
262-728-8686

Stoughton
1525 US Hwy 51-138
800-779-5555





**Other Business Information:**

**Yes\* or No**

- 1) Is the business or any principal liable as a guarantor or endorser on an existing or outstanding loan? \_\_\_\_\_
- 2) Is the business or any principal currently past due on any taxes? \_\_\_\_\_
- 3) Is the business or any principal currently involved in any litigation or any other legal claims? \_\_\_\_\_
- 4) Has the business or any principal ever declared bankruptcy? \_\_\_\_\_

**\*If you answered yes to any of the above, please provide details below:**

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**Signature:**

I/We hereby authorize you to release to **Blackhawk Community Credit Union** for verification purposes, information concerning:

- 1. Credit Bureau information.
- 2. Employment history.
- 3. Bank and Savings account record. **(Please attach bank statements)**
- 4. Loan payment history. **(Please attach bank statements)**
- 5. Any information deemed necessary in connection with consumer credit report for a loan transaction.

This information is for the confidential use of **Blackhawk Community Credit Union** in reviewing your request for a business loan. The Undersigned certifies that the information provided is true and correct and that Blackhawk Community Credit Union may consider this information as true and correct until written notice is provided by the Undersigned. **It may be a federal crime punishable by a fine of not more than \$1,000,000 or imprisonment for not more than thirty (30) years, or both, to knowingly make false statements concerning any of the above information, under provisions of US Code Title 18 Part I Chapter 47 Section 1014.**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

**Equal Credit Opportunity Act**

The federal Equal Credit Opportunity Act prohibits creditors from discriminating against applicants on the basis of race, color, religion, national origin, sex, marital status, or age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant’s income is derived from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Protection Act. The Federal agency that administers compliance with the law concerning this creditor is the FDIC Consumer Response Center, 2345 Grand Boulevard, Suite 100, Kansas City, MO 64108.

**U.S. Patriot Act**

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. 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.

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