

**BUSINESS FINANCIAL INFORMATION**

Last Complete Year, Ending ____/____/____		# Months _____		Current Partial Year, Ending ____/____/____		# Months _____	
<b>Balance Sheet</b>		<b>Income Statement</b>		<b>Balance Sheet</b>		<b>Income Statement</b>	
Cash	\$ _____	Sales	\$ _____	Cash	\$ _____	Sales	\$ _____
A/R	\$ _____	Cost of Sales	\$ _____	A/R	\$ _____	Cost of Sales	\$ _____
Inventory	\$ _____	SG&A	\$ _____	Inventory	\$ _____	SG&A	\$ _____
Other Current Assets	\$ _____	Officer's Comp.	\$ _____	Other Current Assets	\$ _____	Officer's Comp.	\$ _____
Net Fixed Assets	\$ _____	Bus. Rent	\$ _____	Net Fixed Assets	\$ _____	Bus. Rent	\$ _____
A/P	\$ _____	Interest Exp.	\$ _____	A/P	\$ _____	Interest Exp.	\$ _____
Notes Payable	\$ _____	Depreciation	\$ _____	Notes Payable	\$ _____	Depreciation	\$ _____
Other Short Term Debt	\$ _____	Other Expense	\$ _____	Other Short Term Debt	\$ _____	Other Expense	\$ _____
Long Term Debt	\$ _____	Other Income	\$ _____	Long Term Debt	\$ _____	Other Income	\$ _____
Equity	\$ _____	Net Income	\$ _____	Equity	\$ _____	Net Income	\$ _____

**CURRENT BUSINESS OBLIGATIONS**

Name	Type	Creditor Name	Original Balance	Current Balance	Monthly Payment	PMT. Terms P+INT P&I, or INT. only	Refinance Yes/No	Maturity Date

**GUARANTOR/SIGNER INFORMATION**

Complete for all persons owning the Business named above / Use additional applications to provide more information

Name (First) _____	(Last) _____	(SSN) _____
Date of Birth _____	Primary ID _____	Secondary ID _____
Guarantor/Signer Title _____	Ownership % _____	Email _____
Home Address (Street) _____	(City) _____	(State, Zip) _____
Telephone ( ) _____	Personal Assets \$ _____	Personal Debts \$ _____
Individual Monthly Salary \$ _____	Other Income \$ _____	Monthly House Payment \$ _____
Monthly Revolving Debt Payment \$ _____	Personal Liquidity (Cash/Securities)* \$ _____	Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No    Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No
Photo ID Provided <input type="checkbox"/> Yes <input type="checkbox"/> No	Personal Bankruptcy Filed <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when _____

\*If Married include all household liquidity.

**Representations and Authorizations:**  
 Each of the undersigned certifies that we intend to apply for credit as indicated in this application and certify that everything stated herein and in any attachment is correct. The Credit Union may keep this application whether or not it is approved. We authorize the Credit Union, and any of its duly authorized agents, to obtain and use credit reports and to exchange credit information in connection with this application and any update, renewal, or extension that the Credit Union may require. Additionally we hereby authorize the Credit Union to obtain our personal credit report(s), and/or to make employment or investigation inquiries deemed necessary by the Credit Union in connection with this application. We have a right to ask if a consumer credit report was requested, and if it was and if we ask, we will be informed of the name and address of the consumer reporting agency that furnished the report. We understand and agree that the Credit Union can furnish our personal or business information to consumer reporting agencies and to others who may properly receive that information. It is understood that a photocopy or fax of this application will also serve as authorization. We understand that we must update this credit information at the Credit Union's request and/or if our financial condition changes. We certify that the credit being applied for will be used solely for business purposes. We understand and agree that the above statements apply to any Owner, Principal, Partner, Guarantor and Co-Borrower.

Applicant _____	Date _____	Guarantor/Co-Signer _____	Date _____
Guarantor/Co-Signer _____	Date _____	Guarantor/Co-Signer _____	Date _____

USE ADDITIONAL APPLICATIONS TO PROVIDE MORE INFORMATION

**Branch Locations**

32 Chicago Avenue  
Groton, CT

625 Long Hill Road  
Groton, CT

3 Boston Post Road  
Waterford, CT

20 Liberty Street  
Pawcatuck, CT

589 Hartford Pike  
Dayville, CT

335 Main Street  
Niantic, CT

One Connecticut Avenue  
Norwich, CT

893 Main Street  
Willimantic, CT

601 Norwich/New London Turnpike (Rt. 32)  
Montville, CT



cut here

Small Business Solutions



CharterOak.org  
860-446-8085 • 800-962-3237



Federally Insured by NCUA

Rev. 10/09



relationships beyond banking



### Products and services to help your business succeed

Charter Oak caters to the needs of small businesses. With financial tools, solid resources and personal, professional service we can help keep things running smoothly today, and set the groundwork for future growth.

### Business Checking Accounts

Choose from three different checking accounts, depending upon your transaction volume and business structure. Each account offers free Online Banking, free Online Bill Pay, free Check Imaging and more.

**Basic Business Checking:** A simple, convenient account designed for businesses which do not process a large number of checks.

- ◆ No monthly service charge or minimum balance
- ◆ First order of *basic* checks - free

The first 50 of any combination of the following transactions are free:

- ◆ ACH Debits / Credits
- ◆ Checks cleared or deposited

**Premier Business Checking:** A flexible account for businesses that have frequent ACH settlements, write a significant number of checks and have transaction intensive deposits.

- ◆ First order of *basic* checks - free
- ◆ Monthly earnings credit with minimum balance of \$2,500 – offsets per item charges only
- ◆ Monthly fee of \$10 waived with average daily balance of \$10,000 or Merchant Card Processing

The first 300 of any combination of the following transactions are free:

- ◆ ACH Debits / Credits
- ◆ Checks cleared or deposited

**Non-Profit 501 (c) Checking:** An interest-bearing checking account available to various charitable, non-profit, religious and educational organizations.

- ◆ Tiered, variable rate
- ◆ Certificate of 501 (c) status required
- ◆ Minimum deposit of \$500 to open

### Other Business Deposit Accounts include:

- ◆ Savings Accounts
- ◆ Money Market Accounts
- ◆ Regular & Jumbo Share Certificates

### Business Lending

When it's time to purchase equipment, expand into a larger space, or obtain some capital for everyday operating expenses, Charter Oak is here to help. Our Business Lending programs provide highly competitive rates, generous loan amounts and affordable terms.

**Business Line of Credit:** A flexible financing solution that provides ongoing access to cash.

- ◆ Credit limits from \$25,000 to \$750,000
- ◆ Interest-only monthly payments

**Fixed-Term Business Loans:** A great way to pay for virtually any major business-related expense.

- ◆ Loan amounts from \$50,000 to \$750,000
- ◆ Terms of 5 or 7 years
- ◆ Predictable monthly payments

**Commercial Real Estate Loans:** Customized financing for real estate acquisition or expansion.

- ◆ Loan amounts of \$750,000 or more
- ◆ Terms up to 12 years with a minimum 25 year amortization
- ◆ Amortizing and balloon payment schedules
- ◆ No pre-payment penalties

### Convenience Services

**Make the most of every minute with these reliable services:**

- ◆ Online Banking and Bill Payment
- ◆ Night Depository
- ◆ Merchant Card Processing
- ◆ Check Cashing
- ◆ Visa® Check/ATM Cards
- ◆ Nationwide Account Access through the Credit Union Service Centers (CUSC) Network
- ◆ Business Insurance through Charter Oak - The Insurance Professionals

For more information on any of these products and services, call Member Services at (800) 962-3237 or in the local area at (860) 446-8085, stop by any Charter Oak branch, or visit CharterOak.org.

### HOW TO APPLY:

Please complete the Loan Application, return by mail or bring to one of our convenient branch locations.

### FOR PERSONAL SERVICE:

You can also call us at (860) 446-8085 to arrange an appointment with our Consumer Service Officer. Please bring the required information (right) to your meeting:

### REQUIRED INFORMATION:

- ◆ Latest Federal Business Tax Return
- ◆ Latest Owner Tax Return(s)
- ◆ Latest tax assessment for real estate collateral
- ◆ Business checking/savings account numbers
- ◆ Business NAICS or SIC code
- ◆ Fill out front and back of application

### LOAN REQUEST AND COLLATERAL

#### Loan Type, Loan #1

Term  Line  Mortgage

Loan Amount \$ \_\_\_\_\_

Loan Term, in months \_\_\_\_\_

Purpose of Funds \_\_\_\_\_

#### Describe business collateral for Loan #1

Existing Business Assets \$ \_\_\_\_\_

Business ASSETS to be ACQUIRED \$ \_\_\_\_\_

Existing Liens on Assets Listed Above \$ \_\_\_\_\_

#### Loan Type, Loan #2

Term  Line  Mortgage

Loan Amount \$ \_\_\_\_\_

Loan Term, in months \_\_\_\_\_

Purpose of Funds \_\_\_\_\_

#### Describe business collateral for Loan #2

Existing Business Assets \$ \_\_\_\_\_

Business ASSETS to be ACQUIRED \$ \_\_\_\_\_

Existing Liens on Assets Listed Above \$ \_\_\_\_\_

Does any collateral listed above consist of real estate  Yes  No

### BUSINESS INFORMATION

Business Name \_\_\_\_\_ DBA \_\_\_\_\_

Federal Tax ID# \_\_\_\_\_ NAICS code \_\_\_\_\_ SIC Code \_\_\_\_\_

Business Type  Proprietorship  Limited Liability  Partnership  S Corporation  C Corporation

Industry Description \_\_\_\_\_ Street Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone ( ) \_\_\_\_\_ Business Fax ( ) \_\_\_\_\_

Date Founded \_\_\_\_\_ Present Ownership Since \_\_\_\_\_ Exporter  Yes  No

Number of Employees \_\_\_\_\_ Annual Sales Revenue \$ \_\_\_\_\_ Business E-mail \_\_\_\_\_

\*Insert exact business name listed on articles of organization with your State. Organization Code \_\_\_\_\_

Has the Business incurred a loss in the last three years?  Yes  No

Are there any delinquent State or Federal income taxes owed by the business?  Yes  No

Has the Business incurred a loss in the last three years?  Yes  No

### BUSINESS DEPOSITS

Bank Name and Account # \_\_\_\_\_ Average Balance \_\_\_\_\_

Bank Name and Account # \_\_\_\_\_ Average Balance \_\_\_\_\_

fold here