



## BUSINESS LOAN PACKAGE CHECKLIST

The following documents are needed in order to begin your business loan application process:

- Signed Commercial Loan Application (attached)
- Business Debt Schedule (attached)
- Personal Financial Statement for each guarantor (attached)
- US Patriot Act Disclosure (attached)
- IRS Form 4506T for the business (attached)
- IRS Form 4506T one for each guarantor (attached)
- Purchase agreement
- Environmental Questionnaire
- Copy of Lease Agreement(s)
- Rent Roll and Operating Expenses
- Purchase order (for new equipment)
- Construction Contract or Bid for leasehold improvements
- Last 3 years corporate tax returns, including K1 schedules.
- Fiscal Year End corporate financial statements (if tax returns are on extension)
- Interim corporate financial statements dated through most recent quarter of current year
- Last 3 years personal tax returns for each guarantor.
- Last 3 months of corporate bank statements
- Last 3 months of personal bank statements for each guarantor.
- Primary Form of ID on borrowers
- Copy of Business License
- Other \_\_\_\_\_

**Please return this information to:**

Langley Federal Credit Union  
Attention: Susan Burns  
11742 Jefferson Avenue, Suite 100  
Newport News, VA 23606

**If you have any questions, please contact:**

Susan Burns (757) 224-4778; [sburns@langleyfcu.org](mailto:sburns@langleyfcu.org)





**REQUIRED SIGNATURES**

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 Langley Federal Credit Union (LFCU) immediately of any material changes in this application. You authorize LFCU 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 LFCU 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 LFCU whether or not the loan/lease is granted.

Applicant Signature	Date	Title
Co-Applicant Signature (Required)	Date	
Guarantor Signature (Required)	Date	
Guarantor Signature (Required)	Date	

**For office use only**

Branch	Employee Name	E-mail
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**BUSINESS DEBT SCHEDULE**

**COMPANY NAME:** \_\_\_\_\_ **Date:**\_\_

**INDEBTEDNESS:** Furnish the following information on all installment debts, contracts, notes and mortgage payable. Indicate by an asterisk (\*) items to be paid by loan proceeds and reason for paying same (present balance should agree with latest balance sheet submitted). Do not include accounts payable or accrued liabilities.

CREDITOR Name/Address	ORIGINAL DATE	ORIGINAL AMOUNT	PRESENT BALANCE	INTEREST RATE	MONTHLY PAYMENT	MATURITY DATE	COLLATERAL/ SECURITY

**TOTAL PRESENT BALANCE\*\* \$**

\*Date should be the same as interim Financial Statement    \*\* Total must agree with balance shown on interim balance sheet

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



**ATTACH SEPARATE SCHEDULES IF NECESSARY**

**SCHEDULE A - REAL ESTATE**

Address and Type of Property	Titled in Name Of	Cost (\$)	Present Market Value (\$)	Total Balance Owed (\$)	Mortgage Held By	
		Year Acquired			Payment (\$)	Frequency
		Cost (\$)				Per _____
		Year				
		Cost (\$)				Per _____
		Year				
		Cost (\$)				Per _____
		Year				
		<b>TOTAL \$</b>				Per _____

**SCHEDULE B - STOCKS AND BONDS**

No. Shares or Bond Amount (\$)	Description	Titled in Name Of	Amount at which Carried on this Statement (\$)	Present Market Value (\$)	L-Listed or U-Unlisted
			<b>TOTAL \$</b>		

**SCHEDULE C - DEBTS OWED TO BANKS, CREDIT UNIONS (Including Credit Cards & Lines of Credit)**

Name of Bank/CU	Collateral Pledged as Security or Name of Co-Maker or Endorser	Monthly Payment (\$)	Current Balance (\$)
		<b>TOTAL \$</b>	

**SCHEDULE D - DEBTS AND ACCOUNTS OWED TO OTHERS (Itemize Debts over \$500; Combine Debts under \$500)**

Name of Creditor	Collateral	Monthly Payment (\$)	Current Balance (\$)
		<b>TOTAL \$</b>	

**SCHEDULE E - PARTNERSHIPS**

Name / Description	NOI (\$)	Debt Service (\$)	Gross Value (\$)	Debt (\$)	% Ownership	Net Value (\$)

**SCHEDULE F - LIFE INSURANCE**

Insurance Company	Insured	Beneficiary	Face Value (\$)	Policy Loans	Cash Value (\$)

I authorize Langley Federal Credit Union to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness, including but not limited to credit bureau inquiries, verification of tax returns with the IRS, credit and banking references, etc. I certify the above and the statements contained in the attachments are true and accurate of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture and possible prosecution by the U.S. Attorney General. (Ref. 18 U.S. C. 1001).

Signature (Individual) \_\_\_\_\_

Date Signed \_\_\_\_\_ 2 \_\_\_\_\_

Signature (Other Party) \_\_\_\_\_



**US PATRIOT ACT DISCLOSURE**

Under Federal Regulation US Patriot Act, we are required to obtain the following information failure to provide this information can delay processing your request.

Date: \_\_\_\_\_ Account No. \_\_\_\_\_

Customer Name: \_\_\_\_\_

**Do you import?**  YES  NO  
From which countries? \_\_\_\_\_

Describe Products Imported: \_\_\_\_\_

**Do you export?**  YES  NO  
To which countries? \_\_\_\_\_

Describe Products Exported: \_\_\_\_\_

**Do you use Letters of Credit?**  YES  NO  
Could you mention the names of the Confirming / Advising credit union (s)

**Account Activity**

1. Expected average balance \_\_\_\_\_

2. Wire Transfers?  YES  NO If "YES", to which countries \_\_\_\_\_

Annual amount expected to be wired to foreign countries: \$ \_\_\_\_\_

Annual amount expected to be wired from foreign countries: \$ \_\_\_\_\_

3. Average number of monthly drawings \_\_\_\_\_

4. On a regular basis will you purchase:  
 Money Orders  Official Checks  Travel Checks

Purpose of the above purchase: \_\_\_\_\_

**Source of Funds**

What is the origin of funds being deposited in the account and what percentage?

1. % of payments from customers \_\_\_\_\_

2. % of sale of corporate assets \_\_\_\_\_

3. % of sale of personal assets \_\_\_\_\_

4. % Other \_\_\_\_\_

**Completed by:**

**Print Name:**

# Request for Transcript of Tax Return

▶ Request may be rejected if the form is incomplete or illegible.

**Tip.** Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can also call 1-800-829-1040 to order a transcript. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

<b>1a</b> Name shown on tax return. If a joint return, enter the name shown first.	<b>1b</b> First social security number on tax return or employer identification number (see instructions)
<b>2a</b> If a joint return, enter spouse's name shown on tax return.	<b>2b</b> Second social security number if joint tax return

**3** Current name, address (including apt., room, or suite no.), city, state, and ZIP code

**4** Previous address shown on the last return filed if different from line 3

**5** If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information.

**Caution.** If the transcript is being mailed to a third party, ensure that you have filled in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.

**6** **Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ \_\_\_\_\_

**a** **Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days . . . . .

**b** **Account Transcript**, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days. . . . .

**c** **Record of Account**, which is a combination of line item information and later adjustments to the account. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days . . . . .

**7** **Verification of Nonfiling**, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . . . .

**8** **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2007, filed in 2008, will not be available from the IRS until 2009. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days . . . . .

**Caution.** If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

**9** **Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

**Signature of taxpayer(s).** I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, **either** husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note.** For transcripts being sent to a third party, this form must be received within 120 days of signature date.

Telephone number of taxpayer on line 1a or 2a

<b>Sign Here</b>	Signature (see instructions)	Date	
	Title (if line 1a above is a corporation, partnership, estate, or trust)		
	Spouse's signature	Date	