Midwest Business Solutions d/b/a Pactola Commercial and Agricultural Lending

MEMBER BUSINESS LOAN APPLICATION CHECKLIST

The following Member Business Loan (MBL) application checklist is provided to help in preparing and submitting an MBL request. Based upon the size and type of request, the following documents should be included (some information may not be required for certain loan requests; please check with your underwriter if there are any questions). Other information is necessary for government backed loans, agriculture loans, and loans to special industries such as hospitality, church, or homeowners associations.

Basic Package Defined as all MBL requests under $50,000 with a total Credit Union exposure less than $100,000.

- ☐ *Member Business Loan Application* (Date and Signature are required)
- ☐ Corporate Tax Return (include a copy of the most recent corporate tax return; if the company is a sole proprietorship, a copy of the personal tax return is required instead)
- ☐ *Personal Financial Statement(s)* (include a PFS on each principal/owner of the business; all principals/owners with an ownership interest 20% or greater are required to guarantee any MBL or Business Credit Card. In those cases where the owners own less than 20%, a minimum of 50% of the principals/owners must provide a guarantee)
- ☐ Copy of Invoice or Sales Contract (asset purchases or vehicle loans only)

Standard Requests/Specialized Packages Defined as all MBL requests over $50,000 or where the total Credit Union exposure is greater than $100,000 (please include the following items in addition to requirements listed above for the Basic Package)

- ☐ Three Years Most Recent Corporate Tax Returns (if the company is a sole proprietorship, the financial results of the business will be shown on the personal tax returns)
- ☐ Three Years Most Recent Fiscal Year-End Business Financial Statements (the financial statements should include both an income statement and balance sheet)
- ☐ Current Interim Business Financial Statements (within the past 60 days)
- ☐ Three Years Most Recent Tax Returns for each Principal/Guarantor along with copies of all W-2s and Form K-1s
- ☐ Schedule of Business Debt (details the existing indebtedness of the business)
- ☐ Officer Memo (when applicable, it is recommended that the Business Development Officer or Account Officer include a brief memo describing the business, its owners, and the details of the loan request)

Real Estate - For Commercial Mortgages, the following items are also needed

- ☐ Copy of Real Estate Purchase Contract (if transaction involves a purchase of real estate)
- ☐ Completed Real Estate Site Inspection Form (completed by the Loan Officer)

MEMBER BUSINESS LOAN APPLICATION CHECKLIST

- ☐ *Environmental Checklist*
- ☐ Information about the property
- ☐ For rental properties, copies of rent roll
- ☐ Copies of leases if any tenant is occupies over 25% of the property or provides over 25% of the gross income.

Real Estate Construction

- ☐ Complete set of plans and specs on the project
- ☐ Detailed construction cost breakdown
- ☐ Contract with general contractor
- ☐ Resume of general contractor

For Operating Lines of Credit

- ☐ If the line is secured by account receivable, accounts receivable aging report
- ☐ If the line is secured by inventory, inventory report divided between raw materials, work-in-progress and finished goods
- ☐ Accounts payable aging

For SBA Loans

- ☐ SBA Business Profile
- ☐ SBA Application
- ☐ SBA Personal Financial Statement Form 413 completed for all owners of 20% or more of the company. This should be completed jointly with spouse if personal assets are held jointly.
- ☐ SBA Form 912 completed for all owners of 20% or more of the company
- ☐ IRS Form 4506-T completed for all owners of 20% or more of the company and also for the company itself
- ☐ SBA Supplemental Real Estate Schedule completed for each owner of 20% or more of the company
- ☐ SBA Business Plan complete with 2 years of Projected Income Statements and Beginning Balance Sheet.