

## BUSINESS LOAN CHECKLIST

Thank you for choosing Members Cooperative Credit Union for your financing needs. Our goal is to provide quality, competitive financial services.

Enclosed you will find a Business Loan Application. Please complete all areas on the application. Along with your application we will need the following:

1. Personal financial statement for each borrower/guarantor. (form attached)\*
2. Three years of complete business federal tax returns. (including all schedules)\*\*
3. Three years of complete personal federal tax returns.\*\*
4. Year-to-date, company-prepared balance sheet and profit & loss reports.
5. Income, expense, and balance sheet projections for three years for businesses that have been established less than three years; or where financial statements for the last three years are not available. (new or start-up businesses, also)
6. Rent roll and business debt schedule, as applicable. (form attached)
7. Corporate documents and Certificate of Good Standing.
8. Loan application fee may apply.

**For loan requests of less than \$50,000: \*is not required \*\*only two years required**

Drop off all of your documents at any of the addresses listed and address to the attention of the Business Lending Department.

**If you have any questions regarding your application, please feel free to contact us at 1-800-296-8871 or (218) 625-8500.**

