



## Required Documentation for Business Loans

**FINANCIAL STATEMENTS AND TAX RETURNS:** Please provide a signed copy of the company's financial statements or tax returns for the last three years and interim financial statements for the current year. Please also provide Guarantor's signed tax returns for the last three years and updated personal financial statements.

**AUTHORIZATION:** Each Business Applicant and each person or entity signing this Application or an Application Addendum Form ("Signer") certifies that all information provided by the Business Applicant and the Signer is true and complete and authorizes Kellogg Community Credit Union ("Credit Union") to

1) obtain credit and employment information about the Business Applicant and Signer; 2) obtain credit reports and make any inquiries Credit Union considers appropriate in connection with this application or review of this loan account from time to time. Each Signer acknowledges that additional information may be required in order to make a final credit decision.

**NOTE:** If the business applicant is a corporation or a limited liability company, this application must be signed by the president or chairman of the board or any vice president and one of the following: secretary, assistant secretary, chief financial officer or assistant treasurer. If the business applicant is a partnership, this application must be signed by all general partners. If the business applicant is a sole proprietorship, this application must be signed by the owner. If the business applicant is an unincorporated association, this application must be signed by all authorized members. If the business applicant is the trustee under a trust agreement, this application must be signed by all trustees. Each person signing this application must indicate the capacity in which he/she is signing in the space labeled "title".

**REQUIRED SIGNERS:** All signers must be duly authorized on behalf to the applicant.