



Business Loan Application Packet

- Verification of Identity
- Application
- Personal Financial Statement (form included)
On each individual co-borrower/guarantor.
- Tax Returns and all schedules
We will need two years of tax returns on each individual.
We will need two years of tax returns on the business (if applicable).
- Profit and Loss Statement for Business (if applicable)
Prior year and year to date (YTD).
- Balance Sheet for Business (if applicable)
Prior year and year to date (YTD).

How to Submit Your Completed Application:

Once you have completed and gathered all of the required documents you can submit your application one of four ways:

- 1) Email your completed application, along with the required supporting documents, to our lending team at loans@malvern.bank.
- 2) Mail your completed application and supporting documents to:
Malvern Bank
PO Box 120
Malvern, IA 51551
- 3) Fax to 712-624-8060
- 4) Bring your completed application and additional documents to our location at 404 Main Street, Malvern, IA, during our regular business hours: Monday – Friday, 9am to 4pm.

If you have any questions while completing your business loan application, please do not hesitate to contact us at 712-624-8686 or loans@malvern.bank. We look forward to helping you further the success of your business!

Verification of Identity

In general, documents showing the existence of the entity must be collected, **together with unexpired government-issued identification for any authorized signers.**

For Corporation:

1. Filed Articles of Incorporation
2. Bylaws

For Limited Liability Company:

1. Filed Articles or Certificate of Organization.
2. Operating Agreement

For General Partnership:

1. Partnership Agreement (if available).

For Sole Proprietorship:

1. Unexpired government-issued identification for any authorized signers.

For Trust:

1. Certification of Trust or copy of Trust Agreement.
2. An unexpired government issued identification for the trustee evidencing nationality or residence and bearing a photograph or similar safeguard.

Business Loan Application



Important information about procedures for opening a new account. To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask you for your name, street address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

LOAN REQUEST

Loan Amount Requested: _____ New Loan Renew/Increase Existing Credit
Purpose: _____
Terms: _____ Maturity: _____
Collateral Offered: _____

BORROWER

Legal Name: _____ DBA: _____
Street Address: _____
Mailing Address: _____ E-mail: _____
Phone Number: _____ Fax Number: _____ Contact Name: _____
Tax ID Number: _____ Year Established: _____ State: _____
Type of Entity: Individual Proprietorship Partnership LLC Corporation Trust Association Non-Profit
Business Year End: _____ Nature of Business: _____
If individual, name and phone number of employer: _____
If individual, date of birth: _____

GUARANTOR / CO-MAKER / BUSINESS OWNERSHIP INFORMATION

Each shareholder, partner, or member owning 20% or more interest in the Business Applicant must sign a personal guaranty. A minimum of 1 guarantor is required regardless of percent ownership. Additional guaranties may be required.

Name: _____ Tax ID Number: _____ Business Ownership %: _____
Street Address: _____
Mailing Address: _____
Additional Information: Home Number: _____ Work Number: _____
Cell Number: _____ E-Mail: _____
Date of Birth: _____ Relationship: Co-maker Guarantor

Name: _____ Tax ID Number: _____ Business Ownership %: _____
Street Address: _____
Mailing Address: _____
Additional Information: Home Number: _____ Work Number: _____
Cell Number: _____ E-Mail: _____
Date of Birth: _____ Relationship: Co-maker Guarantor

Business Loan Application *continued*

FINANCIAL INFORMATION

Tax return filed through what date: _____

Are any returns being contested or audited? Yes No If yes, describe: _____

Accountant or Accounting Firm: _____

Name(s) and Title(s) of persons authorized to borrow money on behalf of the business: _____

Has the applicant or any Guarantor / Co-applicant ever declared bankruptcy? Yes No When? _____

Is the Applicant or any Guarantor / Co-applicant a party to any claim or lawsuit? Yes No If yes, describe below: _____

Is the Applicant or any Guarantor / Co-applicant past due on city/state/federal taxes? Yes No If yes, describe below: _____

Financial Statement on borrower(s) submitted with application. Date: _____

Financial Statement on guarantor(s) submitted with application. Date: _____

Tax Return on borrower(s) submitted with application. Date: _____

Tax Return on guarantor(s) submitted with application. Date: _____

BUSINESS DEPOSIT ACCOUNTS

Financial Institution:	Type of Account:	Current Balance:	Average Balance (12 mo.):
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> CD's		
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> CD's		

BUSINESS DEBTS - List all business debts, including accounts and trade payables.

To whom payable?	Type of Account/Loan:	Balance Owed:	Payment:	Pay off with proceeds:
	<input type="checkbox"/> Term Loan <input type="checkbox"/> Line <input type="checkbox"/> C. Card		\$ / per	<input type="checkbox"/> Yes
	<input type="checkbox"/> Term Loan <input type="checkbox"/> Line <input type="checkbox"/> C. Card		\$ / per	<input type="checkbox"/> Yes
	<input type="checkbox"/> Term Loan <input type="checkbox"/> Line <input type="checkbox"/> C. Card		\$ / per	<input type="checkbox"/> Yes
	<input type="checkbox"/> Term Loan <input type="checkbox"/> Line <input type="checkbox"/> C. Card		\$ / per	<input type="checkbox"/> Yes

If checked, additional business debt information is attached to this application.

NOTICES

This information and the information provided on all accompanying financial statements and schedules is provided for the purpose of obtaining credit for the Applicant(s) or for the purpose of Applicant(s) guaranteeing credit for others. Applicant(s) acknowledge that representations made in this statement will be relied on by Creditor in its decision to grant such credit. This Statement is true and correct in every detail and accurately represents the financial condition of the Applicant(s) on the date given below. Creditor is authorized to make all inquiries it deems necessary, either directly or through any agency employed by Lender for that purpose, to verify the accuracy of the information contained herein and to determine the creditworthiness of the Applicant(s). Applicant(s) will promptly notify Creditor of any subsequent changes which would affect the accuracy of this Statement. Creditor is further authorized to answer any questions about Creditor's credit experience with Applicant(s). Applicant(s) are aware that any knowing or willful false statements regarding the value of the above property for purposes of influencing the actions of Creditor can be a violation of federal law, 18 U.S.C. & 1014, and may result in a fine or imprisonment or both. By signing below, each Applicant declares that he/she has read and understands the Notice Section above and, if applicable, has received the Reg. B notification regarding denied credit and appraisal notice.

REQUIRED SIGNERS: All signers certify they are duly authorized to sign on behalf of applicant.

X

 Authorized Signature (Borrower / Guarantor) Print Name Title Date

X

 Authorized Signature (Borrower / Guarantor) Print Name Title Date



Personal Information

Name(s): _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

ASSETS

LIABILITIES

Cash in Checking Accounts (Itemize in Schedule A)	\$	Notes Payable to Banks and Others (Itemize in Schedule G)	\$
Cash in Savings Accounts (Itemize in Schedule A)	\$	Unpaid Taxes (Describe in Schedule H)	\$
Certificates of Deposit (Itemize in Schedule A)	\$	Loans Against Life Insurance (Describe in Schedule B)	\$
Stocks/Bonds/Mutual Funds (Itemize in Schedule C)	\$	Credit Card Debt (Itemize in Schedule I)	\$
Whole Life Insurance (Cash Surrender) (Describe in Schedule B)	\$	Real Estate Mortgages (Itemize in Schedule D)	\$
Retirement Accounts (Describe in Schedule A)	\$	Vehicle Loans (Itemize in Schedule E)	\$
Real Estate (Itemize in Schedule D)	\$	Student Loan Debt (Describe in Schedule J)	\$
Vehicles (Itemize in Schedule E)	\$	Other Liabilities (Describe in Schedule K)	\$
Other Personal Property/Assets (Describe in Schedule F)	\$	Additional Adjustments (Describe in Schedule L)	\$
Additional Adjustments (Describe in Schedule L)	\$		
Total Assets	\$	Total Liabilities	\$

Net Worth (Assets – Liabilities) \$ _____

Annual Income

Salary	\$	Real Estate Income	\$
Bonuses & Commissions	\$	Other Income	\$
Dividends & Interest	\$		
		Total Income	\$

CONTINGENT LIABILITIES

As Endorser, Co-maker, or Guarantor	\$
On Leases or Contracts	\$
Legal Claims	\$
Federal/State Income Taxes	\$
Other	\$
Total	\$

GENERAL

Describe any pledged assets you have.	
Describe any lawsuits you are involved in.	
Have you declared bankruptcy in last 10 years?	

By signing this form, I/We certify that the above information is a true and accurate statement of my/our financial condition. I hereby authorize the Malvern Bank to verify in any manner it deems appropriate any and all items indicated on this statement. The undersigned also agrees to notify the Malvern Bank immediately in writing of any significant adverse change in such a financial condition.

Signature: _____

Signature: _____

Date: _____

Date: _____

Schedule A: List of Accounts Back to top

Institution	Type of Account	Dollar Amount	Maturity Date (if applicable)

Schedule B: Life Insurance Back to top

Description	Cash Surrender Value	Loan Against Amount

Schedule C: List of Securities Back to top

Name of Security	Type of Security	Number of Shares	Estimated Cash Value

Schedule D: List of Real Estate Back to top

Type	Location	Estimated Market Value	Current Mortgage Amount	Monthly Payment

Schedule E: List of Vehicles Back to top

Year	Make	Model	Estimated Value	Loan Amount

Schedule F: Other Assets Back to top

Description	Amount

Schedule G: List of Notes Due (non vehicle/mortgage) Back to top

Due To	Amount Owed	Interest Rate	Monthly Payment	Due Date	Collateral

Schedule H: Unpaid Taxes Back to top

Description	Amount

Schedule I: List of Credit Card Debt Back to top

Credit Card	Amount Owed	Interest Rate	Minimum Monthly Payment

Schedule J: Student Loan Debt Back to top

Description	Amount

Schedule K: Other Liabilities Back to top

Description	Amount

Schedule L: Additional Adjustments (if you run out of room in any section) Back to top

Describe Assets Adjustments		Describe Liabilities Adjustments	
Adjustment Total		Adjustment Total	