

## Firstmark Credit Union Commercial Loan Department

Thank you for considering Firstmark Credit Union as a trusted source to meet the needs of your business. Firstmark Credit Union offers a wide array of business loans and deposit services to assist businesses from sole proprietorships to large commercial accounts.

For Sole Proprietorships and DBA-type businesses, we will need:

- Last three (3) years filed Personal Tax Returns, including all schedules
- Current Personal Financial Statement (part of this packet)
- Most recent year-to-date paystub (if applicable)
- Most Recent Statement of Cash Flow, Balance Sheet & Income Statement
- Most recent Year-ending Statement of Cash Flow, Balance Sheet & Income Statement
- Completed Loan Application (part of this packet)

For LLC's, Partnerships, Corporations and other Legal Business Structures, we will need the documents listed above plus:

- Last three (3) years filed Business Tax Returns

Please feel free to contact our Business Lending team if you have any questions or need assistance as you complete the loan application at [commercial.support@firstmarkcu.org](mailto:commercial.support@firstmarkcu.org).

Sincerely,



Gregg Thorne  
Senior Vice President, Lending



# Firstmark Credit Union Business Loan Application

Referring Employee \_\_\_\_\_

Today's Date \_\_\_\_\_ Business Account # \_\_\_\_\_ Personal Account # \_\_\_\_\_

## LOAN REQUEST

Amount Requested \$ \_\_\_\_\_  Commercial Construction  Line of Credit  
 Desired Payment \$ \_\_\_\_\_  Commercial Real Estate  Equipment loan  
 Desired term \_\_\_\_\_  Commercial Vehicle  Other \_\_\_\_\_  
 (month or year)  Business Visa Credit Card \_\_\_\_\_

Collateral Securing Loan \_\_\_\_\_

## BUSINESS INFORMATION

Business Name \_\_\_\_\_ # of Employees \_\_\_\_\_

Description of Business \_\_\_\_\_ Month/Year est. \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Tax I.D. # \_\_\_\_\_

Business Website Address \_\_\_\_\_

Legal Business Structure  Sole Proprietorship  Partnership  General Partnership  
 Limited Partnership  S-Corp  C-Corp  
 LLC  LLP  Other \_\_\_\_\_

Prior Year Gross Revenue \$ \_\_\_\_\_ Prior Year Net Income \$ \_\_\_\_\_

CPA for Business \_\_\_\_\_ CPA's Phone Number \_\_\_\_\_

## GUARANTOR

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Residential Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Title \_\_\_\_\_ % Ownership \_\_\_\_\_

Gross Annual Income \$ \_\_\_\_\_ Other Verifiable Income \$ \_\_\_\_\_

Email \_\_\_\_\_ Date of Birth \_\_\_\_\_

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Email \_\_\_\_\_ Date of Birth \_\_\_\_\_



**BUSINESS ASSETS AND OBLIGATIONS**

Balance	Monthly payment	Creditor	Asset/Collateral	Market Value

- Do you offer retirement benefits to your employee(s) and self?  No  Yes
- Has the business faced a judgment during the past 3 years?  No  Yes
- Has the business declared bankruptcy during the past 3 years?  No  Yes
- Are all local, state and federal taxes current for the business?  No  Yes
- Has the borrower or any guarantors ever filed for bankruptcy?  No  Yes
- Are there any pending lawsuits or claims against this business?  No  Yes
- Does the business accept credit and/or debit cards for payment?  No  Yes
- Does the business process payroll internally or thru a 3rd Party?  Internal  3rd Party
- Are any personal assets listed on the Personal Financial Statement held in a trust?  No  Yes
- Is there any additional information about this request that you would like to share?

\* If more than three guarantors will be supporting this loan, please attach a separate document that indicates the above requested information.

**EQUAL CREDIT OPPORTUNITY NOTICE**

If your application for credit is denied, you have the right to a written statement of the specific reasons for the denial. To obtain the statement, please send your request within 60 days from the date you are notified of the Creditor's decision to Firstmark Credit Union, P.O. Box 701650, San Antonio, Texas 78232, Attention: Business Lending. The Creditor will send you a written statement of reasons within 30 days of receiving your request for the statement. The notice below describes additional protections extended to you.

NOTICE: All documents submitted and obtained in the course of this application become property of Firstmark Credit Union and may not be available for return. If you have been asked to act as a guarantor for the credit of one or more primary applicant(s) and are providing information to the creditor in this application for that purpose, please be advised that if the creditor determines that you do not meet its standards of creditworthiness for the amount and/or kind of credit desired by the primary applicant(s), the creditor is required by law to provide the specific reasons for such adverse action to the primary applicant(s), either verbally or in writing as instructed in the preceding paragraph and NOT to you. Unless you are willing to share the specific reasons for adverse action based on your credit history with the primary applicant(s), you should not submit this application to the creditor. Your choosing to submit this application to the creditor will be deemed by the creditor to be your authorization to share the specific reasons for adverse action with the primary applicant(s) should the application be denied. In addition, no oral or written communication implying approval of a loan or loans is enforceable or binding until loan documents have been properly executed by all parties.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (with certain limited exceptions); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is the National Credit Union Administration, Region IV (Austin), 4807 Spicewood Springs Rd., Suite 5200, Austin, Texas, 78759-8490.

Primary Borrower	Title	Date
Guarantor	Title	Date
Guarantor	Title	Date
Guarantor	Title	Date

PLATINUM VISA® BUSINESS AGREEMENT

ANNUAL PERCENTAGE RATE (APR) for Purchases **10.49% to 14.49%** when you open your account, based on your creditworthiness. The APR will vary with the market based on the Prime Rate.

Other APRs  
 Balance Transfer APR: 18% fixed  
 Cash Advance APR: 18% fixed  
 Penalty APR: 18% fixed\* This APR may be applied to the entire balance on your account if you: Make a late payment.

Variable Rate Information  
 APRs will vary. The APR for purchases will equal U.S. Prime Rate\*\* plus a margin of either 5.99% or 9.99%, based on credit and other conditions. The maximum APR that can apply is 18% or the maximum permitted by law, whichever is greater. However, the APR will not go below 8% or 9.99% depending on credit qualification.

Grace Period for Repayment of Balances for Purchases 25 days if total balance is paid in full by the payment due date on the billing statement; otherwise none.

Grace Period for Repayment of Balances for Cash Advances & Balance Transfers None

Method of Computing the Balance for Purchases Average daily balance (including new purchases)

Annual Fee \$35

Cash Advance Fee 2% of each Cash Advance

Balance Transfer Fee \$0

Minimum Financial Charge None

Over-limit Fee \$15 when account balance exceeds the established credit limit by 10% or more.

Minimum Payment The minimum payment will be the average daily balance at 4% or \$25.00 and rounded to the higher dollar.

Late Payment Fee \$25, when the minimum required payment is not received within 10 days after the Closing Date subsequent to the payment Due Date.

International Purchase, Credit Voucher and Cash Disbursement Fee 1% per transaction

Returned Check Fee \$25 Card Replacement Fee \$5 Pay By Phone Fee \$5

To Report Lost or Stolen Cards 24/7 call (800) 449-7728.

\*Application of Penalty APR. Your APR may be increased to the disclosed Penalty APR if you are 60 days late in making a payment. If your APRs are increased for any of these reasons, the Penalty APR will apply until you make at least six (6) minimum payments by the payment due date as shown in your monthly statement.

\*\* The Prime rate for the Platinum VISA® Business credit account is the highest bank prime loan rate as published on the first Tuesday of the month prior to the start of each quarter listed in The Wall Street Journal in its Money Rate section. The Annual Percentage Rate can change quarterly on the first day of January, April, July and October.

The information regarding the cost of the accounts described above is accurate as of September 29, 2017. This information may have changed after that date. To find out what may have changed, call us at (210) 442-0100, (800) 683-1211 or write us at Firstmark Credit Union, P.O. Box 701650, San Antonio, TX 78270-1650.

FOR BUSINESS CREDIT CARD REQUESTS ONLY

I, \_\_\_\_\_ certify that I am an Officer, Partner and/or Owner of the business entity and authorize the following signers authority to request, obtain, carry and use the Firstmark Credit Union Visa® Credit Card(s). I also agree that any charges, interest, fees and other expenses associated with the card(s) is the whole and complete obligation of the business entity and the guarantor(s).

If you are applying for a credit card, you understand that the use of your credit card will constitute acknowledgement of receipt and agreement to the terms of the credit card agreement and disclosures.

**You grant us a security interest in all individual and joint share and/or deposit accounts you have with us now and in the future to secure what you owe under the Agreement and if you have applied for a credit card, under the credit card agreement. When you are in default, you authorize us to apply the balance in these accounts to any amounts due. Shares and deposits in an Individual Retirement Account, and any other account that would lose special tax treatment under state or federal law if given as security, are not subject to the security interest you have given in your shares and deposits.**

AUTHORIZED SIGNERS OF REQUEST

\_\_\_\_\_  
 Name 1 SSN Date of Birth

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

\_\_\_\_\_  
 Name 2 SSN Date of Birth

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

# Firstmark Credit Union Personal Financial Statement

## GUARANTOR

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Residential Address \_\_\_\_\_  
 Daytime Phone \_\_\_\_\_ Email Address \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Business Name \_\_\_\_\_

### ASSETS

Cash on Deposit (Ck/Sav/MMkt) \$ \_\_\_\_\_  
 Certificates-of-Deposit \$ \_\_\_\_\_  
 Stocks & Bonds (describe below) \$ \_\_\_\_\_  
 IRA, 401(k) & Other Retirement Accounts \$ \_\_\_\_\_  
 Accounts & Notes Receivable \$ \_\_\_\_\_  
 Life Insurance (Cash Surrender Value Only) \$ \_\_\_\_\_  
 Real Estate (describe on page 2) \$ \_\_\_\_\_  
 Auto(s) (Present Value) \$ \_\_\_\_\_  
 Other Personal Property \$ \_\_\_\_\_  
 Other Assets (describe on page 2) \$ \_\_\_\_\_  
 Total of All Assets \$ \_\_\_\_\_

### LIABILITIES

Credit Card Balances (total) \$ \_\_\_\_\_  
 Installment Account Loan - Auto(s) \$ \_\_\_\_\_  
     Monthly Payment (or lease) \$ \_\_\_\_\_  
 Home Equity Loan Balance \$ \_\_\_\_\_  
 Mortgage(s) on Real Estate \$ \_\_\_\_\_  
     Monthly Payment (or rent) \$ \_\_\_\_\_  
 Installment Accounts - Other (i.e boat/rv) \$ \_\_\_\_\_  
     Monthly Payment \$ \_\_\_\_\_  
 Other Loan Totals to a Credit Union or Bank \$ \_\_\_\_\_  
 Unpaid Taxes \$ \_\_\_\_\_  
 Other Liabilities (describe on page 2) \$ \_\_\_\_\_  
 Total of All Liabilities \$ \_\_\_\_\_  
**ASSETS - LIABILITIES = NET WORTH** \$ \_\_\_\_\_

## SOURCES OF INCOME

Monthly Gross Salary \$ \_\_\_\_\_ Other Monthly Income (describe below) \$ \_\_\_\_\_  
 Monthly Net Investment Income \$ \_\_\_\_\_  
 Monthly Real Estate Income \$ \_\_\_\_\_ **TOTAL MONTHLY INCOME** \$ \_\_\_\_\_

## MARKETABLE SECURITIES/STOCKS & BONDS

Name of Security (i.e GE or Dell)	Number of Shares/Bonds	Prior closing day Market Value of all shares/bonds



**LOANS PAYABLE TO CREDIT UNIONS & OTHERS**

Name of Credit Union/Bank	Describe Collateral	Original Balance	Current Balance	Payment Amount	Frequency (i.e. monthly)

**REAL ESTATE**

	Property 1	Property 2	Property 3
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name of Mortgage Holder			
Mortgage Balance			
Monthly Payment			

Other Personal Property (describe, including if any is pledged as security)

Other Liabilities Not Disclosed

I authorize Firstmark Credit Union to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify that the preceding disclosures and any attachment(s) submitted with this document are true and accurate as of the stated date(s.) These statements are made for the purpose of either obtaining a loan, guaranteeing a loan or part of continued due diligence to maintain a loan. I understand that false, misleading and omission of facts may result in Firstmark Credit Union electing to pursue legal measures, including an immediate repayment of all loans extended based upon the preceding.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

