



INFORMATION CHECKLIST

THE FOLLOWING INFORMATION IS REQUIRED TO PROCESS YOUR LOAN APPLICATION. SOME INFORMATION MAY NOT BE APPLICABLE TO YOUR BUSINESS. IF YOU ARE UNCERTAIN, PLEASE CONTACT THE LOAN OFFICER.

- 1. **Brief History of Your Business** – (form enclose if desired) the nature of business, number of employees, location, and how long you have operated. If this is a loan request for a start up business and you have developed a business plan, much of this information is probably incorporated in that document. Please provide a copy if one has been prepared.
- 2. **Brief Resume of Management** – (primarily yourself) to demonstrate that you have the skills to operate this business. Include any information on special licenses or degrees obtained.
- 3. **Personal Financial Statement** – (form enclosed) one for each 20% or greater owner of the business.
- 4. **Personal Tax Returns** – three years for all persons completing the personal financial statement form, even if income and circumstances have changed substantially.
- 5. **Interim Business Financial Statement** – this should include a balance sheet and an income statement and be dated within 60 day of application.
- 6. **Year End Business Financial Statements** – three years if applicable and both balance sheet and income statements if available.
- 7. **Business Tax Returns** – if you do not operate as a sole proprietor – submit 3 years.
- 8. **Projections** – financial projections for 3 years if the business is a start up or is substantially changing its strategy.
- 9. **Debt Schedule** – (form provided) lists of all business debt including leases.
- 10. **Organizational Documents** – fictitious name statement, partnership agreement and/or articles for incorporation, whichever is appropriate for your business.
- 11. **Description of Project** – include all costs associated with project and all sources of funding. Also include any purchase agreements, cost breakdowns or vendor's estimates as applicable.
- 12. **Copy of Lease Contracts** – include a copy of all land leases.

YOU MAY BE REQUESTED TO PROVIDE ADDITIONAL INFORMATION DEPENDENT UPON YOUR PARTICULAR SITUATION.



BUSINESS INFORMATION

If your business is a start-up (two years or less in operation) more information may be necessary. A Business plan outline is available upon request. Use a separate sheet to answer questions if necessary.

SECTION 1 Company Name and Location		Business Ownership	
		Name:	%
		Name:	%
		Name:	%
		Name:	%
NATURE OF BUSINESS			
TYPES OF CROPS			
SECTION 2 CUSTOMER PROFILE			
MARKETING		HOW PAID	
MAJOR SUPPLIERS/VENDORS		GEOGRAPHICAL SALES AREA	
SECTION 3 FUTURE PLANS FOR GROWTH/EXPANSION			
HOW WILL THIS LOAN BENEFIT YOUR COMPANY?			
Will the funding of the loan create new employment opportunities?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state how:			



DEBT SCHEDULE

As of*:		For (Company Name):	
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Payable to (Institution and Account #)	Original Amount	Original Date	Present Balance	Rate of Interest	Maturity Date	Monthly Payment	Security	Current or Past Due
Instit./ Acct#								
Instit./ Acct#								
Instit./ Acct#								
Instit./ Acct#								
Instit./ Acct#								
Instit./ Acct#								
Instit./ Acct#								
Instit./ Acct#								

Submitted by: _____ Date: _____

*NOTE: Dates and amounts should match information shown on current Financial Statement (Balance Sheet).



BALANCE SHEET 2

SUPPLEMENTARY BALANCE SHEET SCHEDULES

These schedules are used to provide additional, detailed financial information necessary to assure the lender has a realistic understanding of your business and financial position. All totals must be transferred to the balance sheet to the sections corresponding.

Schedule A – Feed, Seed & Supplies			
Item	Quantity	\$/Unit	Value
Total			\$

Schedule B – Cash in Growing Crops			
Acres	Crop	Investment	Value
		@ \$ /acre	
		@ \$ /acre	
		@ \$ /acre	
		@ \$ /acre	
		@ \$ /acre	
		@ \$ /acre	
		@ \$ /acre	
		@ \$ /acre	
		@ \$ /acre	
		@ \$ /acre	
		@ \$ /acre	
		@ \$ /acre	
Total			\$

Schedule C – Inventories (crops held for sale)			
Units	Commodity	Unit Price	Value
Total			\$

Schedule D – Other Current Assets		
Item	Value	
Prepaid rent		
Total		\$

Schedule E – Marketable Securities				
No. of Shares	Name of Issuer	Owner	Value per Share	Total Value
Total				\$

Schedule F – Real Estate Owned					
Acres	Property Location / Address	Title Vested in the Name(s) of	Percent Ownership	Year Acquired	Total Value
Total					\$



BALANCE SHEET 3

SUPPLEMENTARY BALANCE SHEET SCHEDULES

These schedules are used to provide additional, detailed financial information necessary to assure the lender has a realistic understanding of your business and financial position. All totals must be transferred to the balance sheet to the sections corresponding.

Schedule G – Production Livestock				
No. Head	Kind	Average Weight	\$ / Pound	Value
	Dairy Cows			
	Dairy Bulls			
	Bred Dairy Heifers			
	Open Dairy Heifers			
	Dairy Heifer Calves			
	Beef Cows			
	Beef Bulls			
	Bred Heifers (Beef)			
	Open Heifers (Beef)			
	Yearlings (Beef)			
	Calves (Beef)			
	Steers			
	Sheep (list below)			
	Swine (list below)			
	Horses (list below)			
Total				\$

Schedule H – Farm Mortgages & Leases						
Creditor	Loan Purpose	Date Closed	Original Amount	Repayment Schedule	Total Annual Installments	Balance
Total						\$

Schedule I – Other Notes, Mortgages & Leases Payable						
Creditor	Loan Purpose	Date Incurred	Original Amount	Repayment Schedule	Total Annual Installments	Balance
Total						\$



BALANCE SHEET 4

Schedule J – Farm Machinery & Equipment Inventory List

Grower: _____
 Location: _____ Date _____

Item	Qty.	Description	Manufacturer	Year	Size/ Type	Condition	Serial#/ Motor	Present Value	Previous Lien(s)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
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28									
29									
30									
31									
32									
33									
34									
35									

A. Total Present Appraised Value		\$
B. Total Prior Liens		\$
C. Remaining Equity (A-B)		\$