

SMALL BUSINESS CREDIT APPLICATION



**Chemung Canal
Trust Company**

Building relationships since 1833

**CAPITAL
BANK**



A division of Chemung Canal Trust Company

*Please complete all information on this application for the type of credit you're requesting.
Be sure to sign it in the space provided. Refer to the checklist on the last page for any
additional documents you may be required to submit.*

INFORMATION ABOUT YOUR BUSINESS

Borrower _____

DBA, if applicable _____

Business Address _____

City _____ State _____ Zip _____ County _____

Street Address Required in Addition to P.O. _____

Do you rent or own business property? Rent Own **If owned:** are taxes current? Yes No

If leased: Annual Rent _____ Lease expiration _____ Renewal term _____

Business Phone _____ Business Fax _____ Tax ID# _____

Email Address _____ Website _____

Type of Business: Proprietorship Partnership Corporation Nonprofit Organization LLC LLP Other

Please describe the major products/services of your business _____

Industry Type _____ Year Established _____ # of Employees _____ Fiscal Year End _____

Insurance Agent _____

Attorney Name _____ Accountant Name _____

Owners and Guarantors (include all owners, officers and partners)

Name	Home Address	Social Security #	Title	% Ownership
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The following information is for a single individual with significant responsibility to control, manage or direct a legal entity customer, including an executive officer or senior manager:

Name _____ Address _____

Title _____ SSN _____ DOB _____

Borrower Deposit Accounts (List all savings, checking, investment/retirement accounts and pension plans)

Bank Name	Account Type	Account Number	Current Balance
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Borrower Debts (List all liabilities, including loans, installment debt and leases, lines of credit. If none, state NONE)

Bank Name/Other	Purpose	Original Amt.	Opening Date	Unpaid Balance	Maturity Date	Monthly Payment
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TYPE OF LOAN REQUESTED

Term Loan (to invest in major purchases, such as plant or office equipment, computer systems or machinery)

Purpose _____

Amount Requested \$ _____ Term Requested _____

Collateral (Accounts receivable, inventory, equipment, vehicle, deposit account, investment account) _____

Line of Credit (To access funds immediately for working capital, accounts receivable and inventory. Interest only)

Purpose _____

Amount Requested \$ _____

Collateral (Accounts receivable, inventory, equipment, deposit account, investment account) _____

Optional: To establish overdraft protection for the Chemung Canal or Capital Bank deposit account number indicated below.

Chemung Canal or Capital Bank Deposit Account # _____

Commercial Mortgage (to purchase, construct, expand or renovate commercial and multifamily property)

Purpose _____

Amount Requested \$ _____ Term Requested (maximum 15 years) _____

Collateral Address _____ Estimated Value _____

Commercial Equity Line of Credit (Working capital, purchases, additions, renovations and improvements to property—commercial and multifamily)

Purpose _____ Amount Requested \$ _____

Collateral Address _____ Estimated Value _____

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We are your partner in success. We're standing ready to help you realize your vision of growth, innovation, commerce and renovation. Let us be your first choice in business banking.

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DIRECT DEBIT

The monthly payments will be automatically deducted directly from your Chemung Canal or Capital Bank deposit account.

Chemung Canal or Capital Bank Deposit Account # _____

ADDITIONAL INFORMATION

- A. Is your business an endorser or guarantor for any debts not listed on this application or on your financial statements? Yes No
- B. Is your business party to any claim or lawsuit? Yes No
- C. Have you ever owned a business that has declared bankruptcy? Yes No
- D. Does your business owe taxes for other than the current year? Yes No

If "yes" to any question, please explain: _____

SIGNATURE

The information in this application was prepared by me (the Applicant) or at my request. I certify that all statements above are true and agree to contact the Bank immediately if any information changes above. I authorize the bank to verify all information deemed appropriate, now and in the future, about the business named herein, to extend credit to me. I authorize the bank to obtain a credit report on me in connection with this application, and any update, renewal or extension thereof. Upon request, the bank will notify me, if a credit report was requested and, if so, the name and address of the credit reporting agency furnishing the report. I also authorize the bank to fulfill the account options I have requested in this application.

Please print:

Business Name _____

Authorized Officer (Name and Title) _____

Signature _____ Date _____

Authorized Officer (Name and Title) _____

Signature _____ Date _____

Please make sure all enclosed forms have been signed and dated.

If this is an application for joint credit, Borrower and Co-Borrower each agree that we intend to apply for joint credit.

Initial _____ Date _____ Initial _____ Date _____

Loan Officer _____ Date received _____

DOCUMENTS REQUIRED TO BE SUBMITTED WITH APPLICATION

Please help us speed your application process. We've included the chart below to show you which documents we need from you in order to complete your application.

Essential Documents	Term Loan	Line of Credit	Commercial Mortgage	Commercial Equity Line of Credit
1. Completed and signed personal financial statement for borrower and/or guarantor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Two years of tax returns OR financial statements for the borrower, including all schedules.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Interim statements required if year-end statements are more than six months old.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Two years of tax returns for the guarantor, including all schedules.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Copy of vehicle or equipment invoice (if applicable).	<input type="radio"/>			
6. Purchase offer (if applicable).			<input type="radio"/>	<input type="radio"/>
7. Current rent roll or rent roll for property being purchased.			<input type="radio"/>	<input type="radio"/>
8. Copy of signed leases.			<input type="radio"/>	<input type="radio"/>
9. Projected expenses for property being purchased (if applicable).			<input type="radio"/>	<input type="radio"/>

PERSONAL FINANCIAL STATEMENT

As of _____

Name _____

Name _____

Date of Birth _____

Date of Birth _____

SSN _____

SSN _____

Home Address _____

Home Address _____

City, State, Zip _____

City, State, Zip _____

Res. Phone _____

Res. Phone _____

Employer Name _____

Employer Name _____

Business Address _____

Business Address _____

City, State, Zip _____

City, State, Zip _____

Bus. Phone _____

Bus. Phone _____

Position _____

Position _____

Driver's License # _____

Driver's License # _____

Issue Date _____ Exp. Date _____

Issue Date _____ Exp. Date _____

For the purpose of obtaining credit from Chemung Canal Trust Company of Elmira, New York, the undersigned submits the following complete statement of his/her financial position on the date indicated for the CONFIDENTIAL use of Chemung Canal Trust Company only.

The information contained in this statement is provided for the purpose of obtaining or maintaining credit with you on behalf of the undersigned or persons, firms or corporations in whose behalf of the undersigned may either severally or jointly with others, execute a guaranty in your favor. Each undersigned understands that you are relying on the information provided herein in deciding to grant or continue credit. Each undersigned represents and warrants that the information provided is true and complete and that you may consider this statement as continuing herein. I am/we are hereby notified that a consumer report may be requested in connection with this credit application. If I/we request, I/we will be informed whether or not a consumer report was requested, and if such report was requested, I/we will be informed of the name and address of the consumer reporting agency that furnished the report. Subsequent consumer reports may be requested or utilized in connection with an update, renewal or extension of any credit with you.

Signature _____ Date _____

Signature _____ Date _____



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