



New Covenant Dominion Federal Credit Union

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Tel. (718) 328-3930 Fax (718) 620-2040

Organizational Loan Application

Below you will find a list of all the items you will need to complete a loan application on behalf of an organization (e.g. church, small business, community development center, etc.). The application will not be reviewed until all required items have been submitted.

Loan Application Checklist

- Loan application form and loan application fee
- Statement of financial position (balance sheet) and statement of activity (income and expense statements—itemized)- CPA compilation or reviewed
- Copy of articles of incorporation with amendments filed with the state
- List of current officers (please include their titles, phone numbers, e-mail addresses, social security numbers and indicate any family relationship to other officers or board members)
- Copy of bylaws with amendments
- Name, street address, mailing address (if different from street address) phone number, and email address of outside accountant or CPA.

Application Fee Disclaimer

NCDFCU incurs certain necessary expenses when reviewing and processing loan applications for its members, regardless of the outcome of the applications. To cover these costs, NCDFCU charges a \$25.00 application fee that will not be refunded once paid if the loan is declined by us or canceled by you.

Loan Application Form



ORGANIZATION INFORMATION

Legal Name of Organization _____ Doing Business As (if applicable) _____

Street Address (Do not use P.O. Box) _____ City _____ State _____ Zip _____

Mailing Address (if different from above) _____ City _____ State _____ Zip _____

Phone Number _____ Fax Number _____ Website Address _____

Email Address _____ Tax ID _____

Date Organization Formed: _____ Date Incorporated: _____

Is the organization a 501(c) 3 organization? Yes No
If yes, please write IRS determination date _____ and provide copy of the IRS letter verifying tax-exempt status.

Has the organization declared bankruptcy? Yes No
If yes, please explain the circumstances on a separate sheet of paper.

Has the organization been a party to any lawsuit or anticipate being a party to any lawsuit? Yes No
If yes, what was/is the nature of the lawsuit and what was the disposition or anticipated disposition? Please explain the circumstances on a separate sheet of paper.

Does the organization have any outstanding liabilities with the State of New York? Yes No
(e.g. income taxes, or other penalties and fines)
If yes, please explain the circumstances on a separate sheet of paper.

LOAN CONTACT

Name _____ Title _____ Phone Number _____

Mailing Address (if different from above) _____ City _____ State _____ Zip _____

Fax Number _____ Email Address _____

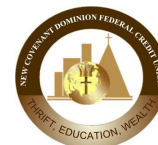
LOAN REQUEST

Requested Loan Amount: _____ Loan Term Length: _____

TYPE OF LOAN REQUESTED

Operating Line of Credit Other _____

Loan Application Form



GUARANTOR

The guarantor is the person who will assume liability for the entire amount of the debt owed to NCDFCU in the event that the loan is approved and the organization defaults on the loan. **NCDFCU will perform an evaluation of the guarantor's personal credit. Approval of the loan is subject in part to a positive credit evaluation of the guarantor if one is used.**

Last Name First Name Middle initial

Mailing Address (Do not use P.O. Box) City State Zip

Phone Number Fax Number

Email Address Social Security Number

Documentation needed from guarantor:

- Copy of valid photo identification
- Copy of three (3) most recent pay stubs

Authorization

The guarantor affirms that all information provided in connection with this application on his/her own behalf, including financial statements, is accurate and complete as of the stated date(s). This information is presented for the purpose of obtaining a loan and any false statements shall result in forfeiture of consideration for the loan.

The guarantor authorizes New Covenant Dominion Federal Credit Union (NCDFCU) and its subsidiaries and/or affiliates to make inquiries as necessary to verify the accuracy of the information provided. The guarantor understands this to include allowing NCDFCU to:

- 1) obtain credit ratings and/or request pay-off information from the guarantor's lenders, creditors, and/or landlords;
- 2) contact the guarantor's CPA for any additional information that is required for a thorough understanding of the guarantor's financial statements; and
- 3) take any other action within the parameters of what is legal and reasonable to confirm the information provided

The guarantor has reviewed all documents submitted to NCDFCU on behalf of the organization and has received a copy of the loan application form. NCDFCU will provide the guarantor of all pertinent information regarding the loan if it is approved. The guarantor agrees that a photocopy or facsimile of this application or of any other documents relating to this loan application shall be as binding as the original.

The guarantor hereby accepts the terms of this loan application as stated above.

Signature Name Date

Loan Application Form



AUTHORIZATION

The organization affirms that all information provided in connection with this application, including financial statements, is accurate and complete as of the stated date(s). This information is presented for the purpose of obtaining a loan and any false statements shall result in forfeiture of consideration for the loan.

The organization authorizes New Covenant Dominion Federal Credit Union (NCDFCU) and its subsidiaries and/or affiliates to make inquiries as necessary to verify the accuracy of the information provided. The organization understands this to include allowing NCDFCU to:

- 4) obtain credit ratings and/or request pay-off information from the organization's lenders, creditors, and/or landlords;
- 5) contact the organization's CPA for any additional information that is required for a thorough understanding of the organization's financial statements; and
- 6) take any other action within the parameters of what is legal and reasonable to confirm the information provided

The organization agrees to pay the application fee upon submission of this loan application. The organization understands that NCDFCU will not process this application until it has received the application fee.

The organization agrees that a photocopy or facsimile of this application or of any other documents relating to this loan application shall be as binding as the original.

The organization understands that if the loan is declined, NCDFCU will provide the officers with a statement delineating the reasons for the denial within 30 days of the decision date.

The undersigned authorized officer(s) of the organization hereby accept the terms of this loan application as stated above.

Signature	Name	Title	Date
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Signature	Name	Title	Date
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NOTICE: 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 (provided the applicant has the capacity to enter into a binding contract); 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 Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580