

LIVE OAK[®] EXPRESS – PERSONAL INFORMATION FORM

Thank you for applying for a business loan with Live Oak Bank. This form gathers personal information relative to any individuals involved in the proposed loan structure or providing guarantees on the loan.

Section 1: Personal Information

1) Name _____ 2) Social Security Number _____

3) Date of Birth _____ 4) Mobile Telephone Number _____

5) Email address _____

6a) Residence Address _____

6b) City, State, Zip _____

7) Marital Status ☐ Married ☐ Unmarried ☐ Separated

8) Are you currently liable for alimony payments, child support or separate maintenance income? ☐ Yes ☐ No

9) Are you more than 60 days delinquent on any obligation to pay child support? ☐ Yes ☐ No

10a) Are you employed by the U.S. Government? ☐ Yes ☐ No

10b) Agency/Position _____

11a) Are you a U.S. Citizen? ☐ Yes ☐ No

11b) If no, please provide your Alien Registration Number and International Taxpayer Identification Number (ITIN).*

**Please note, valid Federal Tax Identification Numbers are required to enter the SBA's application portal (ETRAN). Individual owners who cannot get a Social Security Number (SSN) must obtain an ITIN. Federal Tax Identification Numbers are provided only by the IRS (not SBA). Obtaining an ITIN requires an application to the IRS and may take 14-16 weeks for processing.*

12) Business Applicant Name _____

13) What percentage of the applicant business do/will you own? _____

14a) Do you have ownership in other entities aside from the Applicant Business? ☐ Yes ☐ No

- 14b) If yes, please list Business Name, title and percent ownership in the table below. Your lender may request more information about these businesses.

| Business Name | Title | Ownership % |
|---------------|-------|-------------|
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- 15) Have you, or any businesses you've controlled, ever filed for bankruptcy protection? ☐ Yes ☐ No
- 16) Are you or any businesses you control presently involved in any legal action (including divorce)? ☐ Yes ☐ No
- 17) Are you currently delinquent on tax obligations, have a structured tax settlement, or any tax liens filed? ☐ Yes ☐ No
- 18) Are you presently subject to an indictment, criminal information, arraignment or other means by which formal criminal charges are brought in any jurisdiction? ☐ Yes ☐ No
- 19) Have you been arrested in the last 6 months for any criminal offense? ☐ Yes ☐ No
- 20) For any criminal offense – other than a minor vehicle violation – have you ever: 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; 4) been placed on pretrial diversion; 5) been placed on any form of parole or probation (including probation before judgment)? ☐ Yes ☐ No
- 21) Are you presently suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency? *(In other words, have you ever been told you are not eligible for federal financing?)* ☐ Yes ☐ No
- 22a) Have you or any business owned or controlled by you ever obtained a direct or guaranteed loan from SBA or any other Federal agency or been a guarantor on such a loan? (This includes student loans.) ☐ Yes ☐ No
- 22b) If you answered "Yes" to this question, is any of the financing currently delinquent? ☐ Yes ☐ No
- 22c) If you answered "Yes" to this question, did any of this financing ever default and cause a loss to the Government? ☐ Yes ☐ No
- 22d) Explain _____

23) Spouse Information for SBA Loans – If you are applying for an SBA Loan, please complete this section.

Please note that SBA's lending programs qualify as "Special-Purpose Credit Programs" under the Equal Credit Opportunity Act (ECOA), so information pertaining to the applicant's marital status, sources of personal income, alimony, child support, and spouse's financial resources can be obtained and considered in determining program eligibility, regardless of ownership or involvement in the Applicant Business. Please note this may include pulling a credit report to verify information listed on the joint Personal Financial Statement (SBA Form 413) if tax returns are filed jointly.

Spouse Name _____

Proposed ownership in business _____

Social Security Number _____

Birthday _____

Is spouse a U.S. citizen? ☐ Yes ☐ No

If no, please provide your Alien Registration Number and country of citizenship.

Spouse email (must be different from section 1 email address) _____

ALL APPLICANTS, PLEASE READ AND SIGN THE BELOW ATTESTATION:

CERTIFICATION AS TO ACCURACY: I certify that the information provided in this application and the information that I have provided in all supporting documents and forms is true and accurate. I acknowledge that making a false statement to obtain a loan from Live Oak Banking Company may result in penalties, including fines or imprisonment, depending on applicable state or federal law.

I also certify that I have read and understand the disclosures found on the last page of this document.

Signature _____

Printed Name _____

Date _____

Section 2: Authorization and Consent to Pull Credit and Release Information

- 1) The undersigned, on behalf of himself/herself individually, and on behalf of the borrower, including any co-borrower and any and all guarantors (collectively, the "Undersigned") has applied for one or more loans (collectively, the "Loan") from Live Oak Banking Company (the "Bank"). As part of your Loan application, we request your authorization to pull your credit report. You understand that by applying for the Loan, you are providing "written instructions" to the Bank under the Fair Credit Reporting Act authorizing the Bank to obtain information from your personal credit profile or other information from one or more reporting agencies. You further acknowledge that the Bank may report credit data on your Loan to credit reporting agencies. You understand that the credit pull and reporting on your Loan may affect your credit score. As part of the application process, the Bank will verify information contained in the Loan application and in other documents required in connection with the Loan to determine the identity and creditworthiness of the Undersigned, either before the Loan is closed or as part of the Bank's ongoing quality control program. The Undersigned also acknowledges and agrees that all authorizations granted in this agreement shall also extend to any now or hereafter existing entities controlled by the Undersigned, to the extent any such entity is a customer of the Bank or has applied to the Bank for an extension of credit.

- 2) The Undersigned hereby authorizes providing the Bank and Receiving Parties ("Receiving Parties" includes (i) any actual owners of a loan resulting from a loan application or guarantee thereof, as applicable, (ii) any potential purchasers of a loan resulting from a loan application or guarantee thereof, as applicable, or (iii) any acquirers of any beneficial or other interest in the loan (including, but not limited to, the United States Small Business Administration, any investor or participant to whom the Bank may sell or participate all or any portion of the loan, any mortgage/title insurer, guarantor, any servicers or service providers for the forgoing parties and any of aforementioned parties' respective successors and assigns) any and all information and documentation associated with the Loan, including, but not limited to, information relating to the Undersigned's employment history, credit history (with permission of the vendor), income, account balances, tax returns, life insurance, property records, flood insurance, property insurance, liability insurance, and/or collateral information.

- 3) The undersigned hereby understands, acknowledges, and agrees that Bank and the Receiving Parties are authorized to obtain, use and share the undersigned's tax return (personal or business returns supplied to the Bank) information, including transcripts obtained by the IRS, for purposes of (i) originating, maintaining, managing, monitoring, servicing, selling, insuring, or securitizing a loan and all collateral for any such loan; or (ii) as otherwise permitted by applicable laws, including state and federal privacy and data security laws. The term "Bank," as used in this paragraph, includes Bank's affiliates, agents (including, but not limited to, attorneys, accountants, appraisers, brokers and lender service providers, and consultants), and any aforementioned parties' respective successors and assigns.

- 4) The Bank and/or any Receiving Parties shall be entitled to accept and rely upon this authorization and consent with respect to the Undersigned and to any party named in the Loan application. Any copy of this authorization and consent, including an electronic copy, shall be deemed an original and may be relied upon by the bank.

Signature _____

Printed Name _____

Date _____

LIVE OAK BANK DISCLOSURES

USA Patriot Act

In accordance with the USA Patriot Act, the Bank is required to collect pertinent information that will be used to verify your identity if you move forward with the application process. This process requires you to provide personal information including Date of Birth and Social Security Number, as well as documentation related to you and your business. You may also be asked to answer a series of questions related only to you. Once verified, the Bank may also conduct a site visit as part of the loan application process.

Equal Credit Opportunity Lender

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 credit is FDIC Consumer Response Center, 1100 Walnut Street Box #11, Kansas City, MO 64106.

Filing UCCs

Once and if the Loan reaches the closing stage, the Bank may pre-file UCC financing statements in the appropriate office or offices, against the Undersigned's tangible and intangible property described in the commitment letter should one be issued. The Bank may agree to terminate these filings promptly should the loan not fund for any reason upon payment of any and all fees and expenses due to the Bank by the Undersigned. The foregoing paragraph is not applicable if the Undersigned is a governmental entity or quasi-governmental entity and such security interest is prohibited by applicable state law.

Right to a Written Statement of Reasons

If you complete an application for business credit and the application is denied, you have the right to a written statement of the specific reasons for the denial. To obtain the statement, please contact us at ATTN: Compliance Officer, Live Oak Banking Company, 1741 Tiburon Drive, Wilmington, NC 28403, 910.790.5867 within 60 days from the date you are notified of our decision. We will send you a written statement of reasons for the denial within 30 days of receiving your request for the statement.

Right to Receive Copy of Written Appraisal/Valuation

We may order appraisals to determine property values of collateral and charge you for these appraisals. We will promptly give you a copy of any residential real estate appraisal associated with your loan if it is secured by a first lien on residential real estate, even if your loan does not close. You can pay for an additional appraisal for your own use at your own cost.

No Requirement to Employ an Agent

You are not required to employ an Agent or representative (including the SBA Lender) to assist with the SBA loan application.

LIVE OAK[®] EXPRESS – BUSINESS INFORMATION FORM

Thank you for applying for an SBA (Small Business Administration) loan with Live Oak Bank. This form gathers information relative to the Applicant Business(es) (any business or businesses that will benefit from loan proceeds).

Section 1: Business Information

Please complete this section with applicant business information. If you are purchasing a business and have not yet formed an entity, complete this section to the best of your ability. We will ask some information about the selling business next, if applicable.

1) Loan Request – describe here what loan proceeds are intended for:

☐ Working Capital ☐ Refinance ☐ Acquisition ☐ Other

2) Approximate Amount (\$) Requested _____

3a) Business Applicant Legal Name _____

3b) DBA Name _____
(if applicable)

4) Date Business Established _____ 5) Number of Employees _____

6) Business Applicant Entity Type

(select all that apply)

☐ Sole Proprietorship ☐ Corporation ☐ Partnership ☐ Trust
☐ Limited Liability ☐ ESOP ☐ 401(k) ☐ Other

7) Business Tax ID Number _____

8) Type of Industry _____

9a) Principal Place of Business Address _____

9b) City, State, Zip _____

10a) Mailing Address _____

(if different from principal)

10b) City, State, Zip _____

11) Primary Contact of Business _____

12) Email _____

13) Applicant Business Phone Number _____

If purchasing a business please provide the following:

- 14) Seller Business Name _____
- 15a) Business Physical Location _____
- 15b) City, State, Zip _____
- 16) Is real estate included in the purchase? ☐ Yes ☐ No

17) **Business Ownership/Officers/Directors**

If your business is or will be owned by one or more entities, please complete the Entity Owner Information Form at the back of this application. Please complete one for each entity owner.

Please list the ownership breakdown of the applicant business, as well as any Officers and Directors (even if no ownership). If you are acquiring a business, please list the proposed ownership structure. Ownership percentage must add up to 100%. If there are more owners than the table allows for, please provide a supplemental document outlining the ownership structure.

| Owner/Officer/ Director Name | Title | Ownership % | TIN (SSN/EIN/ITIN') | Email address |
|---------------------------------|-------|-------------|------------------------|---------------|
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*Please note, valid Federal Tax Identification Numbers are required to enter the SBA's application portal (ETRAN). Borrowers must contact the IRS to obtain a valid EIN or ITIN. Federal Tax Identification Numbers are provided only by the IRS (not SBA). Obtaining an ITIN requires an application to the IRS and may take 14-16 weeks for processing.

18) Does the Applicant have any affiliates (defined as businesses with common ownership)?

☐

Yes

☐

No

Explain

19) Has the Applicant Business or its affiliates ever filed for bankruptcy protection?

☐

Yes

☐

No

Explain

20) Is the Business Applicant and/or its Affiliates presently involved in any pending legal action?

☐

Yes

☐

No

Explain

CERTIFICATION AS TO ACCURACY: I certify that the information provided in this application and the information that I have provided in all supporting documents and forms is true and accurate. I acknowledge that making a false statement to obtain a loan from Live Oak Banking Company may result in penalties, including fines or imprisonment, depending on applicable state or federal law.

I certify that I will inform the Bank immediately of any material changes. I also certify that I have read and understand the disclosures found on the last page of this document.

Once signed, please continue to Section 2.

Signature, on behalf of the Business Applicant _____

Printed Name _____

Title _____

Date _____

Section 2: SBA Questionnaire

If you are applying for an SBA Loan, please answer the questions below about the Applicant Business:

1) Small Business Legal Name _____

2) Has an application for the requested loan ever been submitted to the SBA, a lender, or a Certified Development Company, in connection with any SBA program? ☐ Yes ☐ No

Explain _____

3a) Has the Small Business Applicant and/or its Affiliates ever obtained a direct or guaranteed loan from SBA or any other Federal agency or been a guarantor on such a loan? ☐ Yes ☐ No

3b) If you answered "Yes" to this question, is any of the financing currently delinquent? ☐ Yes ☐ No

3c) If you answered "Yes" to this question, did any of this financing ever default and cause a loss to the Government? ☐ Yes ☐ No

Explain _____

4) Is the Small Business Applicant presently suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency? ☐ Yes ☐ No

5) Does the Small Business Applicant operate under a Franchise/License/Distributorship/Membership/Dealer/Jobber or other type of Agreement? ☐ Yes ☐ No

Explain _____

6a) Are any of the Small Business Applicant's products and/or services exported or is this a plan to begin exporting as a result of this loan? ☐ Yes ☐ No

6b) If "Yes," provide the estimated total export sales this loan will support \$ _____

7) Is the Small Business Applicant using (or intending to use) a packager, broker, accountant, lawyer, etc. to assist in (a) preparing the loan application of any related materials and/or (b) referring the loan to the lender? ☐ Yes ☐ No

Explain _____

- 8) Are any of the Small Business Applicant's revenues derived from gambling, loan packaging, or from the sale of products or services, or the presentation of any depiction, displays or live performances, of a prurient sexual nature? ☐ Yes ☐ No
- 9) Is an SBA employee, or household member of an SBA employee, a sole proprietor, partner, officer, director or stockholder with a 10 percent or more interest of the Applicant? ☐ Yes ☐ No
- 10) Is a former SBA employee, who has been separated from SBA for less than one year prior to the request for financial assistance, an employee, owner, partner, attorney, agent, owner of stock, officer, director, credit or debtor of the Applicant? ☐ Yes ☐ No
- 11) Is a member of Congress, or an appointed official or employee of the legislative or judicial branch of the Federal Government, a sole proprietor, general partner, officer, director, or stockholder with a 10 percent or more interest, or household member of such individual, of the Applicant? ☐ Yes ☐ No
- 12) Is a Government employee having a grade of at least GS-13 or higher a sole proprietor, general partner, officer, director, or stockholder with a 10 percent or more interest, or a household member of such an individual, of the Applicant? ☐ Yes ☐ No
- 13) Is a member or employee of a Small Business Advisory Council or a SCORE volunteer a sole proprietor, general partner, officer, director, or stockholder with a 10 percent or more interest, or a household member of such individual, of the Applicant? ☐ Yes ☐ No

I hereby certify that the information listed in Section 2 is to the best of my knowledge true, complete and correct. I certify that I will inform the Bank immediately of any material changes. I understand that I (and/or the Applicant Business) am not required to employ an Agent or representative (including the SBA Lender) to assist me with the SBA loan application.

Signature, on behalf of the Business Applicant _____

Printed Name _____

Title _____

Date _____

ENTITY OWNER INFORMATION FORM

Please complete this form if the borrowing business is owned by any entities. Please complete one form for each owning entity.

- 1) Applicant Legal Name _____
- 2) Entity Owner Legal Name _____
- 3) Tax ID _____ 4) Phone _____
- 5) Address of Entity Owner _____
- 6) Primary Contact Name _____ 7) Email _____

8) Entity Ownership

List all proprietors, partners, officers, directors, members, Trustees, and holders of outstanding stock in the entity owner. 100% of ownership must be disclosed. Attach a separate sheet if necessary.

| Owner's Legal Name | Title | Ownership % | TIN (SSN/EIN) | Address |
|--------------------|-------|-------------|---------------|---------|
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If any of the questions below are answered "Yes," please provide details on a separate sheet.

- 9) Is the Entity, or any of its owners, presently suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency? *If "Yes," the application is not eligible for SBA financial assistance.* ☐ Yes ☐ No
- 10) Does the entity have any Affiliates? *If "Yes," attach a listing of all Affiliates.* ☐ Yes ☐ No
- 11) Has the entity and/or its Affiliates ever filed for bankruptcy protection? ☐ Yes ☐ No
- 12) Is the entity and/or its Affiliates presently involved in any pending legal action? ☐ Yes ☐ No
- 13a) Has the Entity ever obtained a direct or guaranteed loan from SBA or any other Federal agency or been a guarantor on such a loan? *This includes, but is not limited to USDA, FHA, EDA.* ☐ Yes ☐ No
- 13b) If you answered "Yes" to this question, is any of the financing presently considered delinquent? ☐ Yes ☐ No
- 13c) If you answered "Yes" to question 14a, did any loan that was for a business purpose ever default and cause a loss to the Government, including a compromise, resolution or settlement of a loan's principal balance for less than the full amount due? *If you answered "Yes" to either of the two preceding questions, please provide Lender with a written explanation.* ☐ Yes ☐ No

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USA Patriot Act

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Equal Credit Opportunity Lender

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 credit is FDIC Consumer Response Center, 1100 Walnut Street Box #11, Kansas City, MO 64106.

Filing UCCs

Once and if the Loan reaches the closing stage, the Bank may pre-file UCC financing statements in the appropriate office or offices, against the Undersigned's tangible and intangible property described in the commitment letter should one be issued. The Bank may agree to terminate these filings promptly should the loan not fund for any reason upon payment of any and all fees and expenses due to the Bank by the Undersigned. The foregoing paragraph is not applicable if the Undersigned is a governmental entity or quasi-governmental entity and such security interest is prohibited by applicable state law.

Right to a Written Statement of Reasons

If you complete an application for business credit and the application is denied, you have the right to a written statement of the specific reasons for the denial. To obtain the statement, please contact us at ATTN: Compliance Officer, Live Oak Banking Company, 1741 Tiburon Drive, Wilmington, NC 28403, (910) 790-5867 within 60 days from the date you are notified of our decision. We will send you a written statement of reasons for the denial within 30 days of receiving your request for the statement.

Right to Receive Copy of Written Appraisal/Valuation

We may order appraisals to determine property values of collateral and charge you for these appraisals. We will promptly give you a copy of any residential real estate appraisal associated with your loan if it is secured by a first lien on residential real estate, even if your loan does not close. You can pay for an additional appraisal for your own use at your own cost.

LIVE OAK[®] EXPRESS – INDIVIDUAL OR JOINT INTENT

According to 12 CFR Part 1002 (Regulation B and the Equal Credit Opportunity Act), financial institutions are required to obtain evidence of each loan applicant's intent to apply for joint credit. Any person (or entity) whose income or assets are being relied upon for the repayment of the requested loan must list their name and sign. **If signatures are not readily available, the loan officer may accept an email from each party stating their intent to apply.**

We will then request any applicable information from those co-applicants. Please note this does not indicate final loan structure, but rather it reflects your intentions at this time.

Please check one of the following:

☐ I intend to apply for credit in my own name or Business Name and am relying only on the income or assets of myself or the business as the basis for repayment of the credit requested.
If this box is checked, only one signature needed.

☐ We intend to apply jointly for credit and are relying on our combined assets as the basis for repayment of the credit requested.
*If checked, use spaces below to list any person or entity applying for this loan – which may include individuals, partnerships, corporations, trusts, estates, cooperatives, governments or governmental subdivisions or agencies. **Please note that if signatures are not readily available from the co-applicants, those co-applicants can email the loan officer stating their intent to apply.***

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

If the applicant/or co-applicants are entities

Signer on behalf of the entity _____ Entity Name _____
(Print Name)

Signature _____ Date _____

Signer on behalf of the entity _____ Entity Name _____
(Print Name)

Signature _____ Date _____

Signer on behalf of the entity _____ Entity Name _____
(Print Name)

Signature _____ Date _____

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LIVE OAK[®] EXPRESS — WORKING CAPITAL REQUEST BREAKDOWN FORM

Business Applicant Name

Amount of Working Capital Requested

| Uses | Amount |
|-------------------------|----------|
| Payroll/Staffing | \$ _____ |
| Rent/Lease | \$ _____ |
| Inventory | \$ _____ |
| Marketing | \$ _____ |
| FF&E/Minor Improvements | \$ _____ |
| Equipment | \$ _____ |
| Accounts Receivable | \$ _____ |
| Software/Technology | \$ _____ |
| Business Cash Reserves | \$ _____ |
| Operating Expenses | \$ _____ |
| Taxes | \$ _____ |
| Other: _____ | \$ _____ |
| Other: _____ | \$ _____ |
| Total | \$ _____ |

I hereby certify that the information listed above is to the best of my knowledge true, complete, and correct.
I certify that I will inform the Bank immediately of any material changes.

| | | |
|--|--------------|-------|
| Signature, on behalf of the Business Applicant | Printed Name | Date |
| _____ | _____ | _____ |

Title
