



Thank you for choosing Los Alamos National Bank for all of your financing needs. Please be prepared to submit copies of the following items to apply for a commercial loan:

Business Entities

- o Three years signed tax returns including all schedules and statements
- o Signed year-end financial statement (balance sheet and income statement)
- o Signed *current* Profit and Loss Statement & Balance Sheet (i.e. most recent quarter)
- o Completed Schedule of Liabilities (see attached schedule)
- o Corporations
 - o Articles of Incorporation
 - o By-Laws and any amendments
 - o Corporate Resolution to borrow
- o Limited Liability Companies and Partnerships
 - o Articles of Organization
 - o Operating Agreement and any amendments
 - o LLC or Partnership Resolution
- o Business Plan or Proforma's

Individual Borrowers and Guarantors

- o Three years signed tax returns
 - o Including all schedules and statements
 - o K-1 statements for every company listed on Schedule E (K-1 Statements are filed with the business tax returns)
- o Completed Personal Financial Statement
- o Paystubs, W-2's, 1099's for current year

Additional items needed as applicable

- o Bank and Investment Statements (if not held with LANB)
- o Lease Agreement(s) and Rent Rolls including vacancy rates
- o A/R Aging, Inventory Listing and Equipment Listing
- o Letter(s) of intent to purchase/lease
- o Purchase Agreement
- o Trust Agreements and any amendments

General Authorization:

Name of Bookkeeper/Accountant _____ Phone Number _____

I hereby authorize the aforementioned individual and/or business to release financial information pertaining to myself and my related businesses to Los Alamos National Bank for the purpose of determining my credit worthiness for a commercial loan or to confirm information provided.

Business Name	Title	Date
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Business Name	Title	Date
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Individual Name	Signature	Date
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Individual Name	Signature	Date
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Please Note:

The quality of information that you provide directly relates to the accuracy and efficiency of our lending decision process. Incomplete information/financials could cause a delay in the loan process. Additional items may be required.

