

BUSINESS LOAN APPLICATION CHECKLIST



If you're not already a Seattle Credit Union member, please:

- Refer to the membership and account agreement at: seattlecu.com/membership-agreement

For a vehicle loan, we will need:

- One year of business and personal tax returns (*for each owner with 25% or more ownership*)
- Proof that you have been in business for at least two years
- Legal entity documents for your business, which can include:

Certificate of Formation (LLC or Partnership), Certificate of Incorporation (Corporation), LLC Operating Agreement, Partnership Agreement, Articles of Incorporation and Bylaws, and/or Employer Identification Number (EIN Documentation).

- A description of the collateral you will use to secure the loan, including the signed purchase order and/or signed bill of sale
- Title Documents
- Insurance Certificate
- Odometer Statement (*if applicable*)

For a term or equipment loan, we will need:

- One year of business and personal tax returns (*for each owner with 25% or more ownership*)
- Proof that you have been in business for at least three years
- Legal entity documents for your business, which can include:

Certificate of Formation (LLC or Partnership), Certificate of Incorporation (Corporation), LLC Operating Agreement, Partnership Agreement, Articles of Incorporation and Bylaws, and/or Employer Identification Number (EIN Documentation).

- A description of the collateral you will use to secure the loan, including the signed purchase order and/or signed bill of sale
- Insurance Certificate
- Collateral Valuation (*Only needed upon request.*)

For a line of credit, we will need:

- One year of business and personal tax returns (*for each owner with 25% or more ownership*)
- Proof that you have been in business for at least three years
- Legal entity documents for your business, which can include:

Certificate of Formation (LLC or Partnership), Certificate of Incorporation (Corporation), LLC Operating Agreement, Partnership Agreement, Articles of Incorporation and Bylaws, and/or Employer Identification Number (EIN Documentation).

- A description of the collateral you will use to secure the loan
- Insurance Certificate
- Collateral Valuation (*Only needed upon request.*)

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For a business credit card, we will need:

- One year of business and personal tax returns (*for each owner with 25% or more ownership*)
- Proof that you have been in business for at least three years
- Legal entity documents for your business, which can include:

Certificate of Formation (LLC or Partnership), Certificate of Incorporation (Corporation), LLC Operating Agreement, Partnership Agreement, Articles of Incorporation and Bylaws, and/or Employer Identification Number (EIN Documentation).

Thank you for considering Seattle Credit Union for your business credit needs. We look forward to reviewing your information and helping your business prosper in whatever way we can. We may request additional information to complete the review process. If you have any questions, please contact our Business Team at 206.398.5500.

