

Legal Business Name \_\_\_\_\_  
EIN# \_\_\_\_\_  
Date \_\_\_\_\_

**Documents Required For A Limited Liability Company**

- Current Accounts Receivable Aging Report
- Company Information – Application and Origination Statement (Have your signature notarized under “Origination Statement”)
- Certificate of Members’ Agreement- Affix corporate seal (if your state requires you to have one) to bottom of page.
- Copy of Articles of Organization and/or DBA certificate
- Copies of Invoices to be purchased
- Copies of Contracts, or Purchase Orders and bonds (if applicable) to match the invoices
- Customer List of all customers you are dealing with (please include addresses and phone numbers, as well as contact person) and list of all jobs currently working on (for construction only)
- Current Accounts Payable Aging Summary
- Copy of Driver’s License of all principals
- Narrative of Company History
- Professional License (Mandatory for construction contractors/subcontractors working on projects located in Washington state, Oregon, California, Nevada, Arizona, and New Mexico)
- Proof of Insurance
- W-9 Form
- Most recent full monthly bank statement for main operational account

For Purchase Order and Trade Financing Only (in addition to the above):

- Corporate Financial Statements (2 years and interim)
- Projection

**\*COMPANY INFORMATION:**

Name of Organization (Legal): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Referred By: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Years at Physical Location: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web Page: \_\_\_\_\_

D/B/A or Trade Name: \_\_\_\_\_

Date of Formation: \_\_\_\_\_ State of Formation: \_\_\_\_\_ EIN: \_\_\_\_\_

Description of Products or Services: \_\_\_\_\_

\_\_\_\_\_

Additional Locations (if any): \_\_\_\_\_

Names of Related Entities, Subsidiaries, etc. (if any): \_\_\_\_\_

Number of Employees: \_\_\_\_\_

**For Limited Liability Corporations**

Managing Member Name: \_\_\_\_\_

Tele: \_\_\_\_\_ Email \_\_\_\_\_

Managing Member Name: \_\_\_\_\_

Tele: \_\_\_\_\_ Email \_\_\_\_\_

Secretary Name: \_\_\_\_\_

Tele: \_\_\_\_\_ Email \_\_\_\_\_

**\*PRINCIPAL INFORMATION:** Provide the following information for *each* Principal with 10% or greater ownership.

Name:		Title:
Home Address:		
Home Phone:		Cell Phone:
SS #:	E-Mail Address:	
Years with Company:	Years in Industry:	% Owned:
Other Business Holdings:		
Description:		

**\*COMPANY BANKING AND BORROWING INFORMATION:**

Are any loans secured loans (i.e did you pledge any assets to guarantee loans?) Yes    No

If yes, please explain: \_\_\_\_\_

**Wiring:**

Bank Name: \_\_\_\_\_ ABA Routing Number: \_\_\_\_\_

Account #: \_\_\_\_\_ Bank Officer: \_\_\_\_\_ Phone: \_\_\_\_\_

(Please complete attached W-9)

**Receivables Information:**

Are any extended terms given?    Yes    No                      Any consignment sales?                      Yes    No

Any progress payment receivables?    Yes    No                      Any bill and hold sales?                      Yes    No

Are your obligations to account debtors **not** fully performed at time of invoicing?                      Yes    No

Do you make sales to any of your affiliates, related companies, or individuals to which any of your Executive Officers are related?                      Yes    No

Do you obtain Performance and/or Payment Bonds on your jobs?                      Yes    No

If yes was answered to any of the above, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**\*GROSS COMPANY SALES AND ACCOUNTS RECEIVABLE INFORMATION:**

Average Monthly Sales Volume:	Projected Sales Volume Next 12 Months:
Average Invoice Amount:	Standard Selling Terms:
Please indicate the amount of backorders you are waiting to fulfill:	

**\*GROSS SALES BY CUSTOMER:**

Customer Name:	
Address:	
Phone Number:	Fax Number:
Average Monthly Sales Volume:	Projected Sales Volume:
Average Invoice Amount:	Standard Selling Terms:
Please indicate the amount of backorders you are waiting to fulfill:	

**\* Attach a separate sheet for each customer with complete information**

Are you in bankruptcy?                      Yes      No      Docket#: \_\_\_\_\_      Court: \_\_\_\_\_

Are there any Judgments, suits, or liens pending against the company or its principals?                      Yes      No

If yes, please explain: \_\_\_\_\_

**\*CUSTOMER PAYMENT METHODS:**

By Credit Card?                      Yes      No

If yes, what is the average yearly amount? \_\_\_\_\_ Monthly Amount? \_\_\_\_\_

By Wire Transfer?                      Yes      No

If yes, what is the average yearly amount? \_\_\_\_\_ Monthly Amount? \_\_\_\_\_

**\*Please check the type of financing you are looking for:**

Single Invoice Factoring

Purchase Order Financing

Trade Financing