



Dear member:

Thank you for choosing Minnco Credit Union for your business lending needs. We appreciate your membership and look forward to working with you.

In order to expedite the application process, please provide the following information at your convenience.

- Copies of your filed business documents (*Articles, Certificates, and By-Laws as applicable*)
- Business Loan Application (*attached*)
- Personal Financial Statement (*attached*)
- Business Debt Schedule (*attached*)
- Personal Income Tax Returns for the past 3 years with all schedules and attachments
- Business Income Tax Returns for the past 3 years with all schedules and attachments (*as applicable*)
- Rent Roll Template with copies of leases attached (*if applicable*)
- Current YTD Profit and Loss Statement
- Current YTD Balance Statement
- Business Plan (*if available*)
- Purchase Agreement (*if applicable*)
- List of Business Assets (*if applicable*)

Please scan and email your complete application packet to me, upload it to our Secure File Upload Center on minnco.com, or drop it off at your local branch to my attention.

Please feel free to contact me if you have any questions. I look forward to working with you. Thank you again for choosing Minnco Credit Union for your business lending needs.

Sincerely,

**Brian Anderson**

VP, Business Lending

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[www.minnco.com](http://www.minnco.com)

763-552-7323

**Your *Community* Credit Union.**™

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