

BDC COVID – 19 Micro/ Loan Application

General Information:

1. Business Name: _____

1a. If business is a d/b/a, please specify and include inception date: _____

2. Business Address: _____

3. Business Telephone: _____ Fax: _____

4. Specify Business Type: (please check one):

Corporation

Partnership

Sole Proprietorship

❖ Additional information is required for corporations and partnerships.

Existing Employment Information:

5. Number of current full-time employees: _____

6. Number of current part-time employees: _____

7. Do you operate any on-the-job training programs? ___ Yes ___ No

8. Amount of Loan Request: \$ _____

9. Please describe the use of the requested loan funds

10. Identify other sources of COVID-19 relief you are applying for:

a. _____

b. _____

Certification The undersigned certifies that all information which has been or will be furnished in support of this application is given for the purpose of the obtaining a loan under the Cortland County Business Development Corporation's (BDC) Revolving Loan Fund Program (RLF). I further certify that all information submitted has been examined and approved by me and is true, correct, and complete. I agree to abide by all requirements to be set forth in connection with said Loan Program and the penalties and provisions of all applicable local, state, and federal laws pertaining to falsification of any item contained herein or fraudulent misrepresentation of my business. Lastly, I agree that verification of any information contained herein, or to be provided in support of this loan request, may be obtained by any source deemed appropriate by the BDC.

Print or type name

Signature

Title

Date

Information Required for Corporations or Partnerships

This following information must be completed if your business is a Corporation or Partnership. If additional space is required, please attach an additional sheet.

Corporate officers or partners:

Name	Title	Address	% ownership (if applicable)	Telephone

Please indicate below those persons authorized to sign as a representative of the Corporation / Partnership.

Name and telephone number of contact person for purposes of this loan application:

Date of inception of Corporation or Partnership. If Corporation, please indicate state of incorporation:

For Corporations only: Please indicate if the Corporation is a subsidiary. If so, indicate name of parent company and whether it is a wholly owned subsidiary: Subsidiary? ___ Yes ___ No. If yes, is it wholly owned? ___ Yes ___ No

If Yes, name of the parent company? _____ Do you conduct business from any other location(s)? ___ Yes ___ No

If yes, please identify those locations: _____

Please provide the following information for each individual involved in the loan request and/or members of a partnership if applicable. Use additional sheets if required.

Name	
Social Security Number	
Date of Birth	
If a personal guarantee is required, please provide spouses name	
Spouse's Social Security Number	
Current Address	
Time at Current Address (Years)	
Previous address if at current address line than 7 years	
Home Telephone Number	
Current Occupation	
Address of current employer	

Supporting Documentation Required for All Loan Requests

The following is a list of information required in support of your loan request. The applicant should note that this list may not be all-inclusive and additional information can and will be requested at the option of the BDC. Should you have any questions concerning these requests, please contact the BDC at 607-756-5005.

Please check the when complete

___ 1. Current financial statements of company (12/31/19) to include: balance sheet, income and expense statements.

___ 2. Personal balance sheet – for sole proprietor and all partners of partnership (within last two months). The BDC has the option of requesting personal balance sheets from corporate officers. They are not required at this time.

___ 3. Last income tax returns filed. Personal and business tax returns are required from sole proprietors. Partnerships shall also provide personal income tax statements for all partners; corporations shall provide corporate income tax returns. Personal income tax returns from corporate officers may be requested at the BDC's option.

___ 4. Statement of need use of funds

___ 5. Use of funds

___ 6. List of current debt