TD Small Business Loan Application Checklist

We're ready to help your business grow. Let's review what you'll need to get started.

First, these are required documents for every loan request:

- ☐ Completed and signed TD Bank Small Business Loan Application.
  For total business lending exposure of $250,000 or less, apply in about 15 minutes with our online Small Business Loan Application.
- ☐ Personal financial statement for each owner with 10% or more ownership (not required for loans to non-profits or loans that are fully secured by a TD Bank Business account).

Next, let's review your total business lending exposure at TD Bank:

How much are you looking to borrow?	$:
Do you have a TD Bank Business term loan, lease, time note or commercial mortgage? If yes, list your **total balances** with these loans (do not include personal loans):	$:
Do you have a TD Business Solutions Credit Card or TD Bank Small Business line of credit? If yes, list your **total maximum credit limit** with these lines (do not include personal lines):	$:
Do you have other business exposure not listed above, such as an ACH line or letter of credit? If yes, list your **total maximum credit limit** with these lines (do not include personal lines):	$:
Your projected total business lending exposure is:	$: 0

Based on your total business lending exposure, review additional required financial documents.

For total business lending exposure:	Required financial statements for borrower, entity guarantor(s) and each personal guarantor:
☐ Up to $250,000:	One (1) year business federal tax return (complete with all schedules) or independent accountant-prepared financial statement. *Note: The return must have been filed within the past 18 months. If the current return is on extension, please include documentation of the extension.*
☐ Greater than $250,000:	Three (3) years business federal tax returns (complete with all schedules) or independent accountant-prepared financial statements and two (2) years personal federal tax returns (complete with all schedules). *Note: Interim YTD business financial statement (balance sheet and income statement) required if application date is more than 6 months beyond fiscal year end date.*

Is your request for a line of credit to obtain working capital?

- ☐ Credit requests with a total business exposure greater than $250,000 require an accounts receivable aging report.

Is your request for commercial real estate?

- ☐ Owner-occupied and investment: Copy of purchase and sales agreement or bill of sale.
- ☐ Investment only: Schedule of real estate owned (rent roll) for all requests and corresponding leases for total business exposure greater than $250,000.

Is your request for vehicle or equipment financing?

- ☐ Invoice or bill of sale.

Is your business a start-up, not-for-profit organization, or homeowners or condominium association?

- ☐ Start-ups: Business plan, including financial projections.
- ☐ Not-for-profit organizations or homeowners or condominium associations: Additional business questionnaires (please consult your TD Bank specialist).

Print

Bank deposits FDIC Insured. | TD Bank, N.A. | Equal Housing Lender

TD Small Business Loan Application

Ready to grow your business? We're here for you.

Online: For borrowing needs of $250,000 or less, apply in about 15 minutes with our online Small Business Loan Application.
In person: If you decide to complete this application on paper, drop it off at any TD Bank location or speak with a TD Bank specialist. By phone: Call us at 1-855-278-8988 Monday–Friday, 8:30 a.m.–5 p.m. to speak with a TD Bank Small Business specialist.

Purpose: Tell us about your business lending needs.

Short-term working capital:
- ☐ Gap in accounts receivables
- ☐ Purchase inventory
- ☐ Support growth
- ☐ Cover payroll
- ☐ General or seasonal expenses

Permanent working capital:
- ☐ General or capital expenditure
- ☐ Refinance or consolidate debt
- ☐ Purchase an existing business
- ☐ Business improvements
- ☐ Start-up

Vehicle or equipment:
- ☐ Purchase vehicle
- ☐ Refinance vehicle
- ☐ Purchase equipment
- ☐ Refinance equipment

Describe item: _____

Commercial real estate:
- ☐ Purchase real estate
- ☐ Refinance real estate

Letter of credit:
- ☐ Standby
- ☐ Import or export trade

Tell us which loan product(s) will help you meet your business needs.

☐ *New loan* ☐ *Increase* ☐ *Modification (excluding rate and fee changes)* *Existing TD loan #:* _____ *Describe:* _____

Lines:
- ☐ Line of credit — Amount: _____
- ☐ Commercial Plus Card

Treasury:
- ☐ ACH credit — Amount: _____
- ☐ ACH debit — Amount: _____

Loans:
- ☐ Term loan (up to 5 years) — Amount: _____ *Term:* _____
- ☐ Healthcare practice (up to 10 years) — Amount: _____ *Term:* _____
- ☐ Express lease (up to 7 years) — Amount: _____ *Term:* _____
- ☐ Letter of credit — Amount: _____
- ☐ Time note (up to 90 days) — Amount: _____

Commercial real estate loans:
- ☐ CREM (up to 20 years) — Amount: _____
- *Purchase price:* _____
- Fixed rate: ○ 3 years ○ 5 years
- Amortization: ○ 3 years ○ 5 years ○ 20 years ○ 25 years

Notes: _____

Would you like to apply for a TD Business Overdraft Protection Line of Credit?

○ Yes ○ No TD Small Business checking account #: _____

If your request for overdraft protection is approved, you may enter into a TD Bank Small Business Overdraft Protection Agreement.

Would you like Auto Pay from a TD Business Checking account?

If you would like to set up automatic payment deductions with another financial institution, please discuss with your TD Bank Small Business specialist prior to closing.

○ Yes ○ No TD Small Business checking account #: _____

☐ I do not have a TD Small Business checking account. If approved, I would like to open one.

Business information (applicant/borrower)

The following information provides us with details about the background of your business. Please reference your business tax returns for accuracy.

Business name:	DBA:	Business TIN #:	
Business address: (no P.O. boxes)	City:	State:	ZIP code:
Mailing address: (if different)	City:	State:	ZIP code:
Primary contact:	Email: ☐ I do not have an email address.	Phone #: ○ Business ○ Cell	

Legal structure: ○ Business individual ○ Sole proprietor ○ LLC ○ LLP ○ General partnership ○ Limited partnership ○ C-corp ○ S-corp ○ Non-profit ○ Other: _____

Industry type: ○ Agriculture ○ Construction ○ Franchise ○ Healthcare ○ Manufacturing ○ Retail ○ Service ○ Wholesale ○ Other: _____

Nature of the business: ☐ Is this a home-based business?		State of incorporation:	Date established: (MM/YY)
Total TD Small Business checking balances:	Other business checking bank relationships:	Total balances transferring to TD Small Business checking:	
List any affiliated companies:		Number of workers[1] (excluding principals with 25% or more equity interest):	

Business financials: Provide business income as reported on your most recent tax return within the past 18 months.

Filed taxes in the past 18 months?	Income as of month/day:	Income as of year:	Gross annual sales revenue: ○ Projected ○ Actual	Business net income: ○ Projected ○ Actual

[1]Counting full-time, part-time and seasonal workers as well as contractors who work primarily for the business applying for credit, but not counting principal owners of the business, how many people work for the business applying for credit?

Collateral to secure your small business lending request:

Only select the form(s) of collateral being used to secure your small business loan request(s).

For working-capital requests with total aggregate exposure less than or up to $250,000, TD Bank will file a blanket lien on business assets.

Collateral	Type of Collateral	Current value ($)	Current lien ($)	Describe collateral
☐ TD Bank cash	○ CD ○ Savings			
☐ Equipment to be purchased	○ New ○ Used			
☐ Inventory	As of:			
☐ Accounts receivable	As of:			
☐ Existing equipment	As of:			
☐ Owner-occupied real estate	○ Residential ○ Commercial ○ Mixed-use			Address:
☐ Investor real estate	○ Residential ○ Commercial ○ Mixed-use			Address:

Declarations: The following questions are required to process your Small Business lending request.

Please provide details on an additional page for any question(s) with a "Yes" response.

○ Yes ○ No **1.** Is the applicant party to any lawsuit or subject to outstanding judgments?
If yes, please describe: _____

○ Yes ○ No **2.** Is the applicant party to any past-due tax obligations? Amount: $ _____ Payable to: _____

○ Yes ○ No **3.** Is the applicant party to any past-due credit obligations? Amount: $ _____ Payable to: _____

○ Yes ○ No **4.** Has the applicant filed for bankruptcy or served as an officer in a company that declared bankruptcy in the past seven years?

○ Yes ○ No **5.** Is the applicant a political party, campaign, candidate, public official or foreign political official or an immediate family member of such an official or a business entity formed by, or for the benefit, of any public official?
If yes, provide name, relationship and position of the official: _____

○ Yes ○ No **6.** Is the applicant or any owner an employee of TD Bank, N.A. or one of its affiliates?
If yes, provide name of employee and TD Bank location or affiliate. _____

○ Yes ○ No **7.** Is the applicant engaged in Internet gambling?
If yes, what type of Internet gambling does the applicant participate in? _____

Representations, acknowledgments and agreements:

The undersigned certifies, acknowledges and agrees that: (i) the applicant intends to apply for credit for the purpose indicated in this application, (ii) all information provided in this application and any addendum, attachment and supporting documentation is true, accurate and complete and if the information submitted changes before closing of any loan, this information must be updated and/or supplemented, (iii) the applicant's intent is to apply for business purpose credit and such credit will not be used for personal, family, or household purposes, (iv) submission of this application does not create a commitment to lend, (v) the applicant and any guarantor may be required to submit additional information to process this application, (vi) the Lender and any of its agents are hereby authorized on a continuing basis to obtain and use any information (including, but not limited to, consumer credit reports, any investigative consumer reports on any individual who is an applicant or proposed guarantor, and business credit reports) for any purpose the Lender deems necessary and appropriate for this application or otherwise, including, without limitation, to make employment or other inquiries deemed appropriate by the Lender in connection with any request for credit and in connection with any account update, renewal, extension or review; it being understood that an electronic image of the application will also serve as authorization, (vii) the Lender may report information about any account to consumer reporting agencies, business credit reporting agencies, and others who may properly receive that information, (viii) late payments, missed payments, or other defaults on any account may be reflected in any applicant's or any guarantor's credit reports, (ix) the undersigned has a right to ask if a consumer credit report was requested, and if a report was requested, and if the undersigned asks, will be informed of the name and address of the consumer reporting agency that furnished such report and (x) the Lender is hereby authorized to share the information provided in this application, together with the results of any investigation of the credit and financial condition of the applicant and any proposed guarantor, with its service providers for delivery and refinement of the Lender's products, the U.S. Small Business Administration and/or the Lender's affiliates, including TD Equipment Finance, Inc., for suggestion of credit and deposit products, (xi) this application is submitted directly by the applicant and not by a third party acting on behalf of the applicant such as a loan broker, and (xii) the disclosures in the Customer Disclosure Page, to the extent not stated herein, are acknowledged and incorporated herein by reference.

Business name: _____ Authorized signor name: _____

Date: _____ Authorized signature: _____
Physical signature in ink is required by TD Bank

Only complete if total business exposure is greater than $250,000.

Addendum: Business debt schedule – include all business loans.

Refinance with TD?	Creditor	Loan type	Opening date	Current balance	Monthly payment	Rate %	Maturity date	Collateral

The below section is for internal TD use only.

Officer name:	Officer #:	Store name:	Store RC:	Officer phone:

Applicant headquarters within **150 miles** of a TD Bank Store location? ☐ Yes ☐ No Sourced by: ☐ Store ☐ SB banker ☐ BBRM ☐ Healthcare specialist ☐ Digital

TD Small Business Loan Application
Customer Disclosure Page

Below are the disclosures that have been provided to you in a format which you can retain for your records.

Right to a Copy of Appraisal:

If we are securing your loan with real estate, we may order an appraisal to determine the property's value and charge you for this appraisal. In the event the property is a 1 to 4 family residential property, we will promptly give you a copy of any such appraisal upon its completion or at least three (3) business days prior to closing. We will also give you a copy of any such appraisal even if your loan does not close. You may request a reconsideration of value (ROV) if you have concerns regarding the accuracy of your appraisal or written valuation report. Contact your Small Business Relationship Manager to initiate the reconsideration of value (ROV) process.

Representations, Acknowledgments and Agreements:

The applicant has certified that: (i) the applicant intends to apply for credit for the purpose indicated in the application, (ii) all information provided in the application and any addendum, attachment and supporting documentation is true, accurate and complete, and if the information submitted changes before closing of any loan, this information must be updated and/or supplemented, (iii) the applicant's intent is to apply for business purpose credit and such credit will not be used for personal, family, or household purposes, (iv) submission of this application does not create a commitment to lend, and (v) the applicant and any guarantor may be required to submit additional information to process this application.

The Lender is hereby authorized to share the information provided in the application, together with the results of the investigation of the credit and financial condition of the applicant and any proposed guarantor, with its service providers for delivery and refinement of the Lender's products, the U.S. Small Business Administration and/or the Lender's affiliates, including TD Equipment Finance, Inc. for suggestion of credit and deposit products.

If you provide a cell phone number to us on the TD Bank Small Business Loan Application, you consent to and agree to accept calls to your cell phone from us and our agents including calls that may be automatically dialed and/or may consist of pre-recorded messages.

Fair Credit Reporting Act and other Credit Reporting:

The Bank will rely on the following representations and agreements of the business and any guarantors: (i) the business and any prospective guarantors have authorized the Bank and any of its agents on a continuing basis to obtain and use any information (including, but not limited to, consumer credit reports, any investigative consumer reports on any individual who is an applicant or proposed guarantor, and business credit reports) for any purpose the Bank deems necessary and appropriate for this application or otherwise, including, without limitation, to make employment or other inquiries deemed appropriate by the Bank in connection with any request for credit and in connection with any account update, renewal, extension or review; it being understood that an electronic image of the application will also serve as authorization, (ii) the Bank may report information about any account to consumer reporting agencies, business credit reporting agencies, and others who may properly receive that information, (iii) late payments, missed payments, or other defaults on any account may be reflected in any applicant's or any guarantor's credit reports, (iv) the business (if an individual) and any guarantor (if an individual) has a right to ask if a consumer credit report was requested, and if a report was requested, and if such individual asks, will be informed of the name and address of the consumer reporting agency that furnished such individual consumer credit report, and (v) using business credit reports and furnishing to business credit bureaus is not subject to the Fair Credit Reporting Act ("FCRA"); it is at the Bank's sole discretion to provide similar access or information to business credit reports that is provided for individual consumer credit reports subject to the FCRA.

Patriot Act Authorization:

Lender complies with section 326 of the USA Patriot Act. Lender may also ask to see your driver's license or any other photo identifying documentation. This law mandates that Lender verify certain information about you, including your name, legal address, date of birth, and Social Security or tax identification number, while processing your account application.

Home Mortgage Disclosure Act (HMDA):

If it is determined that your loan application is HMDA eligible:

The HMDA Regulation requires banks to collect demographic information on applicants when they are individual persons and their loan request is determined to be HMDA reportable.

The purpose of collecting this information is to help ensure that all applicants are treated fairly and that the housing needs of communities and neighborhoods are being fulfilled. For residential mortgage lending, Federal law requires that we ask applicants for their demographic information (ethnicity, race, and sex) in order to monitor our compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to provide this information but are encouraged to do so. When completing the Data Collection Form, you may select one or more designations for "Ethnicity" and one or more designations for "Race."

The law provides that we may not discriminate on the basis of this information, or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, Federal regulations require us to note your ethnicity, race, and sex on the basis of visual observation or surname.

TD Small Business Loan Application
Owner/Guarantor Personal Financial Statement:

Owner/guarantor information is required for all loan requests.

Please provide information for anyone owning 10% or more of the business.

Business name:	Owner name:		
Social Security number:	Date of birth:	% Own:	Ownership since (MM/YY):
Phone #: Home ◯ Cell ◯	Email:		
Officer title: ◯ Sole proprietor or business individual: Owner ◯ Partnership: Partner ◯ Partnership: Limited Partner ◯ LLC: Manager ◯ LLC: Member ◯ Corporation: President ◯ Corporation: Vice President ◯ Corporation: Secretary			
Street address: (no P.O. boxes)	City:	State:	ZIP code:

Date moved to this address (MM/YY):	Own or Rent?	Monthly housing expense? (principal, interest, taxes & insurance or rent):	Total cash (checking and savings):	Current bank:
*Personal annual income $:		Personal Net worth $:	Are you a US Citizen?	If no, are you a US Permanent Resident?

*Please enter your personal income, including any salary from your business. Do not include business profits or income. Refer to your W-2 or paystubs if needed. Alimony, child support or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.

Declarations: The following questions are required to process your small business lending request.

Please provide details on an additional page for any question(s) with a "Yes" response.

◯ Yes ◯ No **1.** Is the owner/guarantor party to any lawsuit or subject to outstanding judgments?
If yes, please describe:_____

◯ Yes ◯ No **2.** Is the owner/guarantor party to any past-due tax obligations? Amount: $ _____ Payable to: _____

◯ Yes ◯ No **3.** Is the owner/guarantor party to any past-due credit obligations? Amount: $ _____ Payable to: _____

◯ Yes ◯ No **4.** Has the owner/guarantor filed for bankruptcy or served as an officer in a company that declared bankruptcy in the past seven years?

◯ Yes ◯ No **5.** Is the owner/guarantor a candidate, public official or foreign political official or an immediate family member of such an official?
If yes, provide the name, relationship and position of the official:
_____

◯ Yes ◯ No **6.** Is the owner/guarantor an employee of TD Bank, N.A. or one of its affiliates?
If yes, provide name of employee and TD Bank location or affiliate.
_____

Representations, Acknowledgments and Agreements:

The undersigned certifies, acknowledges and agrees that: (i) all information provided in this statement and any addendum, attachment and supporting documentation is true, accurate and complete and if the information submitted changes before closing of any loan, this information must be updated and/or supplemented, (ii) this statement is provided in connection with an application for business purpose credit and such credit will not be used for personal, family, or household purposes, (iii) submission of this statement does not create a commitment to lend, (iv) the undersigned may be required to submit additional information to process the application, (v) the Lender and any of its agents are hereby authorized on a continuing basis to obtain and use any information (including, but not limited to, consumer credit reports, any investigative consumer reports on the undersigned, and business credit reports) for any purpose the Lender deems necessary and appropriate for the application or otherwise, including, without limitation, to make employment or other inquiries deemed appropriate by the Lender in connection with any request for credit and in connection with any account update, renewal, extension or review; it being understood that an electronic image of this statement will also serve as authorization, (vi) the Lender may report information about any account to consumer reporting agencies, business credit reporting agencies, and others who may properly receive that information, (vii) late payments, missed payments, or other defaults on any account may be reflected in the undersigned's credit reports, (viii) the undersigned has a right to ask if a consumer credit report was requested, and if a report was requested, and if the undersigned asks, will be informed of the name and address of the consumer reporting agency that furnished such report, (ix) the Lender is hereby authorized to share the information provided in this statement, together with the results of any investigation of the credit and financial condition of the undersigned, with its service providers for delivery and refinement of the Lender's products, the U.S. Small Business Administration and/or the Lender's affiliates, including TD Equipment Finance, Inc. for suggestion of credit and deposit products, (x) this statement is submitted directly by the undersigned and not by a third party acting on behalf of the undersigned such as a loan broker, and (xi) the disclosures in the Customer Disclosure Page, to the extent not stated herein and as applicable to the undersigned, are acknowledged and incorporated herein by reference.

Name of primary owner/ guarantor (please print): _____ Authorized signature: _____ *Physical signature in ink is required by TD Bank* Date: _____

The below section is for internal TD use only.

Officer name:	Officer #:		Officer phone:	

Only complete if total business exposure is greater than $250,000.

Addendum: Schedules for Personal Financial Statement.

Summary of personal assets and liabilities:

Assets (what you own):		**Liabilities (what you owe):**	
Cash:	$:	Accounts and bills due:	$:
Stocks and bonds (Schedule A):	$:	Mortgage and HELOC (Schedule C):	$:
Retirement accounts:	$:	Installment/other loans (Schedule D):	$:
Real estate (Schedule B):	$:	Credit cards/revolving loans (Schedule E):	$:
Automobiles:	$:	Other liabilities:	$:
Other assets:	$:	**Total liabilities:**	$: 0
Estimated value of business:	$:		
Total assets:	$: 0	**Net worth:** (Total assets minus total liabilities)	$: 0

Schedule A – Stocks and bonds:

Number of shares:	Company:	Market value ($):	Market value as of date:	Jointly owned? If yes, name:

Schedule B – Personal real estate:

Address (city, state, ZIP):	Property type:	Market value:	Purchase date:	Title owner:
	◯ Owner-occupied ◯ Investment			
	◯ Owner-occupied ◯ Investment			
	◯ Owner-occupied ◯ Investment			
	◯ Owner-occupied ◯ Investment			

Schedule C – Real estate mortgage and home equity loans (follow order of Schedule B):

Lender	Original balance ($):	Current balance ($):	Monthly payment ($):	Rate (%):	Maturity date:

Schedule D – Installment/Other loans:

Lender	Original balance ($):	Current balance ($):	Monthly payment ($):	Rate (%):	Maturity date:

Schedule E – Credit cards and other revolving loans

Lender	Original balance ($):	Current balance ($):	Monthly payment ($):	Rate (%):	Maturity date: