



## DECLARATIONS

Are you or is your business a party to, or threatened with any claim or lawsuit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you or has any business that you owned or operated ever declared bankruptcy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you or does your business owe any taxes for years prior to the current year?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the business incurred a loss in any of the last 3 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the business under any agreement that would change the ownership of the business?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does this Business Applicant have any other credit applications pending?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**For loan requests of \$50,000 or less,  
please complete the Personal  
Financial Information section below.**

**For loan requests over \$50,000  
please complete our separate  
Personal Financial Statement form  
and provide the following:**

- Year-end Business Tax Returns (All Schedules) - Two (2) years if request is less than \$250,000; three (3) years if \$250,000 or greater
- Year-end Financials (Balance Sheet & Income Statement)
- Interim Business Balance Sheet and (YTD) and Income Statement - Within 90 days of application date
- Personal Tax Returns (All Schedules) - Two (2) year if request is less than \$250,000; three (3) years if \$250,000 or greater

## PERSONAL FINANCIAL INFORMATION – Company Owners 20% or More and Other Guarantors (Use Additional Sheets if Needed)

<b>1</b>	Name	Title	% of Business Owned	Home Phone ( )	Social Security Number	Date of Birth
	Physical Street Address (No P.O. Boxes)		City	State	Zip	U.S. Citizen
Driver's License #		State:	Occupation:	Date Issued:	Expiration Date:	
Employer			Years With Employer	Will You Continue With This Employment? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total Annual Income*	Cash and Investments	If Homeowner: Market Value	Current Mortgage Balance	Mortgage or Rent Payment	Other Personal Assets	Personal Liabilities
\$	\$	\$	\$	\$	\$	\$
<i>*Note: 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.</i>						

<b>2</b>	Name	Title	% of Business Owned	Home Phone ( )	Social Security Number	Date of Birth
	Physical Street Address (No P.O. Boxes)		City	State	Zip	U.S. Citizen
Driver's License #		State:	Occupation:	Date Issued:	Expiration Date:	
Employer			Years With Employer	Will You Continue With This Employment? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total Annual Income*	Cash and Investments	If Homeowner: Market Value	Current Mortgage Balance	Mortgage or Rent Payment	Other Personal Assets	Personal Liabilities
\$	\$	\$	\$	\$	\$	\$
<i>*Note: 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.</i>						

Purpose of Loan Request:

**Agreement and Signatures**

By signing below, each principal, owner, guarantor, or co-borrower that will be personally liable for the debt (“You” or “I”) hereby authorizes Bangor Savings Bank (the “Bank”) to make or have made on each and any of them any credit, employment or investigative inquiry that the Bank determines appropriate for the extension of credit or the collection of amounts owed to the Bank. The Bank can furnish information concerning your account to consumer reporting agencies and others who may properly receive that information. Upon request, you will be informed whether or not a consumer report was requested, and if a report was requested, you will be informed of the name and address of the consumer-reporting agency that furnished the report. You further certify that the credit being applied for will be used for business purposes.

If you apply for and are approved for an overdraft protection line of credit, you may be approved up to the maximum amount which is available and for which you qualify. If the line of credit is approved, you will receive from the Bank a welcome letter and a credit agreement which will set forth the terms and conditions governing the credit line. Your credit limit, finance charges, monthly payment, and other terms pertaining to the credit line will be set forth in the credit agreement. These terms give the Bank certain rights upon default, including a right of setoff against accounts you may hold with the Bank, the right impose late fees and interest rate increases, the right to seek collection costs, and the right to terminate the credit line, this Agreement, and the credit agreement. You should carefully review the terms of the credit agreement before making draws on the credit line.

**By making a draw on the credit line, you will be representing and agreeing that you have reviewed and will be bound by the terms of this application and agreement, the credit agreement, the welcome letter and any other supplemental agreement provided to you. You agree that no further signatures will be necessary to bind you to the credit agreement and/or any supplemental agreement.** If the line of credit is approved as secured, you may be required to sign additional documents evidencing a security interest before the line of credit is made available to you.

**BY SIGNING THIS AGREEMENT, YOU HEREBY EXPRESSLY AND VOLUNTARILY WAIVE THE RIGHT TO ANY JURY TRIAL IN ANY ACTION, PROCEEDING, OR COUNTERCLAIM INVOLVING THE BANK AS TO ANY MATTER, CLAIM OR CAUSE OF ACTION ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT OR THE CREDIT AGREEMENT.**

**IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT:** To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institution to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth, business documents, and other information that will allow us to identify you. We may also ask to see your driver’s license or other identifying documents. Additional regulatory disclosure is attached as the final page of this document.

I represent and warrant that I am duly authorized to execute and enter into this application for the Applicant. Everything that I have stated and all financial information provided as part of this application is correct to the best of my knowledge. By signing below, I agree to be bound by this application and agreement, including, if requested and approved, all obligations hereunder, including the obligation to agree to review and be bound by the terms of the credit agreement before making draws on a line of credit.

<b>COMPANY AND GUARANTOR SIGNATURES - (Please sign both places)</b>		
Company Authorized Signer X	Title	Date
Guarantor #1 X		
Company Authorized Signer X	Title	Date
Guarantor #2 X		
Guarantor #3 X	Guarantor #4 X	Guarantor #5 X

<b>BANK USE ONLY TO BE COMPLETED BY THE INTERVIEWER</b>		
This application was taken by (please check appropriate box below):  <input type="checkbox"/> Face-to-face interview <input type="checkbox"/> By mail, electronic delivery, or dropped-off  If loan is to an individual and is HMDA reportable, GMI Data Reporting Form is required.	Interviewer’s Name:	Date Application Received:
	Officer Number:	Branch Number:



## REGULATORY NOTICE

**Thank you for choosing Bangor Savings Bank for your commercial banking needs. Upon receipt of the fully completed application form, your application is in process. We are required to provide the Authorizations and Notifications below. Please feel free to contact your Lender with any questions.**

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is FDIC Consumer Response Center, 1100 Walnut Street, Box #11, Kansas City, MO 64106.

If property is used as collateral, it must be insured on the day of closing. The amount of insurance coverage must be equal to the lesser of the insurable value or the loan amount. You have the right of free choice in the selection of the agent and insurer through or by which the insurance is to be placed.

If the loan is secured by a first lien on a residential property, we will order an appraisal to determine the property's value and charge you for this appraisal. We will, promptly after our review, provide you a copy of any appraisal, even if your loan does not close. You can pay for an additional appraisal for your own use at your own cost. Regulation B requires delivery of the residential appraisal three days prior to closing. You may waive this three day requirement by completing a waiver form at least three days prior to closing.

You have the right to a copy of the commercial appraisal report used in connection with your application for credit. If you wish a copy, please write to us at the mailing address we have provided below. We must hear from you no later than 90 days after we notify you about the action taken on your credit application.

If your loan is denied, you have the right to a statement of specific reasons if requested within 60 days of our notification of adverse action. We will send you the written notice within 30 days of your request. Please contact your Lender for more information.

This notification is provided to you in conjunction with the current loan request(s) and is applicable to any and all requests or subsequent agreements hereafter arising, including, without limitation, to any amendments, renewals, or extensions of the note or other documents associated with the transaction.

Bangor Savings Bank  
Attn: Commercial Banking  
PO Box 930  
Bangor, ME 04402-0930



**CERTIFICATION OF BENEFICIAL OWNER(S)**

All persons opening an account on behalf of a legal entity must provide the following information:

Full Name and Title (person completing form)	Borrower Name
Legal Entity Name	Legal Entity Type (corporate structure)
Legal Entity Address	

**INSTRUCTIONS:** If there are no Legal Entities involved in this loan transaction, please complete ONLY Section III. Otherwise, complete all sections of this form. Please see General Instructions page for further information.

**SECTION I – BENEFICIAL OWNERS**

Please provide the following information for each individual(s), if any, who directly or indirectly, through any contract arrangement, understanding, relationship, or otherwise owns 25% or more of the equity interests of the legal entity listed above. Check here  if no individual meets this definition and complete Sections II and III.

Full Name	Ownership %

**SECTION II - CONTROL**

Please name an individual with significant responsibility for managing or directing the entity, including, an executive officer or senior manager (e.g. Chief Executive Officer, Chief Financial officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer); or any other individual who regularly performs similar functions.

Full Name	Title

I, \_\_\_\_\_ (name of person opening account), hereby certify, to the best of my knowledge, that the information provided above is complete and correct. I further certify that the Borrower will provide the Bank with updated information if any of the above reported information changes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**SECTION III – PAYMENT METHOD (NEW LOANS ONLY)**

Please indicate the payment method anticipated for the new loan:

- AFT     EFT     CASH     CHECK     WIRE     ONLINE PAYMENT



## GENERAL INSTRUCTIONS

### **What is this form?**

To help the government fight financial crime, Federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity customers. Legal entities can be abused to disguise involvement in terrorist financing, money laundering, tax evasion, corruption, fraud and other financial crimes. Requiring the disclosure of key individuals who own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.

### **Who has to complete this form?**

This form must be completed by any person opening a new account on behalf of a **legal entity**. Additionally, Section III of this form must be completed for all new loans, regardless of legal structure. Finally, for those loans that are renewed after May 1, 2018, this form must be completed at the time of the first renewal.

For the purposes of this form, a **legal entity** includes a corporation, limited liability company, or other entity that is created by a filing of a public document with a Secretary of State or similar office, a general partnership, and any similar business entity formed in the United States or a foreign country. **Legal entity** does not include sole proprietorships, unincorporated associations, or natural persons opening accounts on their own behalf.

### **What information do I have to provide?**

When you open a new account on behalf of a legal entity, we will ask for information about the legal entity's **beneficial owner(s)**. Beneficial owners will be required to complete a Customer Identification Policy (CIP) Form prior to loan closing. Beneficial owners are:

1. Each individual, if any, who owns, directly or indirectly, 25 percent or more of the equity interests of the legal entity customer (e.g., each natural person that owns 25 percent or more of the shares of a corporation); **and**
2. An individual with significant responsibility for managing the legal entity customer (e.g. Chief Executive Officer, Chief Financial officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer)

The number of individuals that satisfy this definition of "beneficial owner" may vary. A legal entity may have multiple beneficial owners. This form requires you to list only those that own 25% or more. If appropriate, the same individuals may be listed under both Section I and Section II.

Borrowers are also required to indicate the anticipated method of payment in Section III.



PO BOX 930  
Bangor, ME 04402-0930  
207.942.5211

**AUTHORIZATION TO RELEASE INFORMATION**

To: \_\_\_\_\_

RE: \_\_\_\_\_  
Account or other indentifying number, if applicable

Account Balance: \_\_\_\_\_

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

I/We hereby authorize you to provide Bangor Savings Bank for verification purposes the following applicable information (check all that apply):

- Payoff amount for the account number identified above; as of payoff date: \_\_\_\_\_
- Copies of tax return information, accountant prepared financial statements and supporting documents
- Bank account, stock holdings and any other asset balances
- Past and present employment or income records
- Other credit references

You are authorized to release the above information after the date of this authorization and until receipt of written notice of revocation of this authorization. **A copy of this authorization may be accepted as an original.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **AUTHORIZATION TO RELEASE INFORMATION**

### **Purpose**

The Authorization to Release Information form is intended solely for business purpose loans. Its primary purpose is to document a Business Banking client's authorization, to permit the release of information by a third party to the bank.

### **Pre Closing**

On a pre-closing basis, the authorization form is used primarily to obtain a payoff quote from a financial institution, for a bank loan or credit card account to be refinanced by BSB. An authorization should be completed for each account being refinanced and signed by the authorized signer or individual.

The authorization does not address requests for reports from consumer reporting agencies; therefore, it must be used in conjunction with the Business Loan Application and Personal Financial Statement for the appropriate credit reporting disclosures.

### **Closing**

At closing (or post closing), the authorization form is used primarily to allow the bank to gather financial statements required as a condition of a loan, directly from a third party (such as an accounting firm or tax preparer).

Use of the form by the client is optional. If the client opts to use the form, the client authorizes release of information, after the date of authorization and until written notice of revocation of the authorization is received by the third party. The client may use one form for each Borrower and Guarantor, to be signed by the authorized signer or individual.

### **Tracking Authorization for Financial Statements**

- A copy of the completed, signed form can be provided to the accounting firm by the bank.
- For documentation purposes, the completed authorization should be maintained with the relationship file.
- For tracking purposes, a Tickler must be set up in Baker Hill One Point, indicating the signature date of the authorization (in the Date and Due Date) fields.

### **Form Instructions**

In the first section, input the following:

To:                           Name of accounting firm/tax preparer; Financial institution or reference  
RE:                            Account or other indentifying number (required for payoff quote)  
Account Balance:        Balance of account identified above (required for payoff quote)  
Name:                        Borrower Name, Guarantor Name; Applicant Name

In the second section, indicate what information will be released:

- Copies of tax return information, accountant prepared financial statements and supporting documents
- Bank account, stock holdings and any other asset balances – (this is what you check for a payoff)
- Past and present employment or income records
- Other credit references





You matter more.

Member FDIC

## HMDA GMI DATA FORM INSTRUCTIONS

Applicant Name: \_\_\_\_\_

Must be an individual applicant (not guarantors)

### **PURPOSE OF LOAN [to be completed by lender]**

Review each option below and check appropriately:

1. Purchase: Purchase of home or dwelling where the loan is secured by a dwelling or a construction to permanent financing of a dwelling to be built Yes  No
2. Refinance: Payoff of existing loan secured by a dwelling and new loan also secured by a dwelling Yes  No
3. Home Improvement: Home improvement loan secured by a dwelling Yes  No

If you have answered NO to ALL of the questions, the application is not covered by HMDA, and you cannot collect the monitoring information.

If you have answered YES to ANY of the above, have the customer read the disclosure and have the customer complete the form below. If the application is taken by telephone, you must read the disclosure below to the applicant and ask for the information. Note the applicant's responses. The applicant may provide multiple race categories. Record each one provided. If the customer chooses not to furnish the information in a face-to-face application, you must note the information based on visual observations or surnames.

If a customer chooses not to provide the information in an application taken by telephone, you do not have to provide the information or collect it later.

**For customers that are not natural persons (e.g., business entities), enter the customer name and write "NA" across the form. Do not complete for guarantors.**

