

STRATFORD MUTUAL TELEPHONE COMPANY ECONOMIC DEVELOPMENT REVOLVING LOAN FUND APPLICATION

1. BASIC INFORMATION

Name of business: _____
 Address: _____
 City: _____ Zip Code: _____
 Business contact person: _____ Phone: () _____
 SS # or Federal ID #: _____ Email Address: _____
 D&B DUNS #(required) _____

Other contact(s)/ application assistance providers:

Name _____	Telephone # _____
_____	() _____
_____	() _____

Type of business:

_____ Sole Proprietorship _____ Corporation _____ Partnership

Have you ever filed personal or corporate bankruptcy? Yes ___ No ___ If yes, please explain:

2. NATURE OF THE LOAN REQUEST

Amount of loan request \$ _____ Total Project Cost \$ _____

New Business _____ Business Expansion _____

of existing jobs _____ # of jobs created _____ # of jobs retained _____

3. FINANCING PURPOSES AND SOURCES

Purposes for which funds are to be used	RLF	Bank #1	Bank #2	Other #1 (Owner)	Other #2 (Specify)	New Equity	TOTAL
Property Acquisition							
Site Improvements							
Building Renovation							
New Construction							
Machinery & Equipment							
Working Capital							
Inventory							
Other (Specify)							
Total							
Total Project Costs							

4. FINANCING TERMS AND CONDITIONS

	RLF	Bank #1	Bank #2	Other #1	Other #2	New Equity	TOTAL
Amount							
% of Project Costs							
Term (years)							
Interest Rates							
Collateral Offered Asset:							
Lien Position (by rank)							
Participating Bank #1							
Contact Person:					Phone #:		
Participating Bank #2							
Contact Person:					Phone #:		
Other Lender #1:							
Contact Person:					Phone #:		
Other Lender #2:							
Contact Person:					Phone #:		

5. BUSINESS PLAN OUTLINE

A. History of Business

Briefly describe the past operation of the business and/or the events leading to its creation.

B. Market Analysis and Strategy

1. Description of current buyers and target markets (provide verification of purchase orders, contracts, etc., which relate to reasons for the loan request).
2. Competition
3. Pricing
4. Distribution
5. Advertising & Sales Promotion
6. Sales Promotion

C. Products

1. Description of the product line
2. Proprietary position of patents, copyrights, legal, and technical considerations
3. Comparison to competition

D. Manufacturing Process – not applicable

1. Materials

2. Production Methods

E. Financial Projects

1. Monthly Cash Flow Analysis for Next 12 Months
2. Profit and Loss Statement: last three years and current quarter, plus two-year projection
3. Balance Sheet: last three years and current quarter, plus two-year projection

F. Schedule of Existing Debt

List outstanding balance, interest rate, term, maturity date, and collateral in all existing debt.

G. Statement of Proposed Collateral

A detailed list of all collateral offered, its value, and security position by funding source.

H. Resumes and Personal Financial Statements

Include resumes of all principals as well as current, dated, and signed personal financial statements on all principals with a significant financial interest in this business.

I. Commitment Letters

Include Commitment letters from banks or others which state the terms and conditions of their participation.

J. Affiliates

Description of any affiliates or subsidiaries of business or principals requesting assistance, as well as balance sheets and income statements for past two fiscal years on such affiliates or subsidiaries.

K. Appraisals/Proposed Lease/Purchase Options or Agreements

An independent appraisal may be required for any real estate which is a subject of the proposed financing or which is offered as a major source of collateral to secure the loan. Also include copies of existing or proposed leases(s), purchase options or agreements, or any other financial arrangements.

L. Partnership Certificate of Authorization or Corporate Certificate of Authority and Incumbency; include minutes of the corporate meeting adopting this certification, where Applicable.

6. OTHER REQUIRED DOCUMENTS

1. Copy of last year's submitted business income tax statement.
2. Copy of last year's submitted personal income tax statement.
3. Evidence of payment of last quarter's payroll tax.

4. Evidence of Worker's Compensation insurance coverage.

7. CHECK LIST FOR FINAL APPLICATION

The following is a checklist of the information and documentation necessary to submit a final application.

- A. History of Business
- B. Market Analysis and Strategy
- C. Products
- D. Manufacturing Process
- E. Financial Information
 - 1. Monthly Cash Flow Analysis for Next 12 Months
 - 2. Profit and Loss Statements: Last three years, current, and two year projections
 - 3. Balance Sheet: Last three years, current, and two year projections
- F. Schedule of Business Debts
- G. Statement of Collateral
- H. Resumes and personal Financial Statements
- I. Commitment Letters
- J. Affiliates
- K. Appraisals/Proposed/Lease/Purchase Agreements
- L. Corporate/Partnership Authorization

8. ADDITIONAL ATTACHMENTS

- A. Copy of last year's submitted business income tax statement.
- B. Copy of last year's submitted personal income tax statement.
- C. Evidence of payment of last quarter's payroll tax.
- D. Evidence of Worker's Compensation insurance coverage.
- E. Supporting Resolution from SMTC Board of Directors

TO BE SIGNED BY APPLICANT

I have willfully furnished this confidential information to Stratford Mutual Telephone Co. for the purpose of applying for a loan from their Economic Development Revolving Loan Fund (RLF). I understand that this information will be reviewed by RLF staff. I further understand that this information will become available to the Revolving Loan Fund Loan Review Committee. I further authorize RLF staff to contact any individuals and/or institutions listed in this application or in any supporting document(s) attached to this application.

Applicant's Signature

Date

Part A - Consent to Obtain Credit Report

I consent to the Stratford Mutual Telephone Company and its agents obtaining a report of my credit record and using the information from that report in determining whether to make a Revolving Loan Fund loan to me. I understand that I will be allowed to review the credit report for accuracy before it is included in the application packet reviewed by the Loan Review Committee and SMTC Board of Directors.

_____-_____-_____
Social Security Number

____/____/_____
Date of Birth (MM/DD/YYYY)

Last Name

First Name

M.I.

Street Address

City

State

Zip

(____)____-_____
Phone

Borrower's Signature

Today's Date

Part B - Credit Report Accuracy Verification and Consent to Use

I have had the opportunity to review the credit report that was obtained with my consent by the Stratford Mutual Telephone Company, and believe it to be accurate in content. I hereby authorize the use of my credit report by the Stratford Mutual Telephone Company for the purpose of obtaining loan approval.

Borrower's Signature

Today's Date

SMTC in an equal opportunity provider, employer, and lender.

To file a complaint of discrimination, write to USDA, Office of the Secretary for Civil Rights, 1400 Independence Avenue, SW, Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 337-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay).

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NONDISCRIMINATION STATEMENT

In Accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, disability, or marital or family status. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA Director Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an Equal Opportunity provider and employer.

IMPORTANT NOTICE

The following information is requested by the Federal Government in order to monitor compliance with the Federal Laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

Ethnicity:

Hispanic or Latino _____
Not Hispanic or Latino _____

Race: (Mark all that apply)

White _____ Black or African American _____
American Indian/Alaskan Native _____ Asian _____
Native Hawaiian or Other Pacific Islander _____

Sex: Male _____
Female _____

Information provided by: Borrower _____
Lender _____

Free Resources for Small Business

The Small Business Administration
www.sba.gov

USDA Rural Development Programs
www.rurdev.usda.gov

The Small Business Development Centers in Iowa
www.iabusnet.org

How to Get and Maintain a D&B DUNS® Number

A data universal numbering system, or DUNS, number is a unique nine-digit identifier that's become the industry standard for business listings worldwide. You can get a DUNS number to potentially generate new business.

The number, which is provided and maintained by Dun & Bradstreet, is required for any business submitting federal grant and cooperative agreement applications, as well as businesses applying for the Small Business Administration's America's Recovery Capital loans.

Getting a DUNS number is easy and free. Here's how you can get a DUNS number:

- First make sure you don't already have one. Call D&B toll-free at (800) 700-2733. A representative will tell you if you need to apply for a new number.
- Before you call D&B or visit the "D&B DUNS Numbers" page to apply for a DUNS number online, make sure you have all of the information that you'll need on hand.
- Remember that DUNS numbers are site-specific. This means that a number is required for each distinct physical location of an entity (branches, divisions, headquarters, etc.).
- It's recommended that organizations try to keep their DUNS numbers to a minimum, especially large organizations with many locations. You can request a family-tree report from D&B that tells you all of the DUNS numbers that are associated with your organization by calling (800) 700-2733. Review the report carefully to make sure all the information is current and accurate.
- If yours is a multicampus organization, you can use a parent DUNS number to aggregate information for your entire organization. The main campus will be assigned a parent DUNS number and each satellite campus can reference this number when obtaining its own number.

- D&B also recommends that organizations with multiple DUNS numbers identify a single person who will control DUNS number requests and make sure that all appropriate locations have DUNS numbers. This should generally be someone who is knowledgeable about the structure of your organization as a whole and who has decision-making authority. It's common to pick a finance or accounting person or someone else who works across all lines and departments of the organization.
- When you get a DUNS number, you'll automatically be placed on D&B's master marketing list, which is sold to other companies. If you don't want to be placed on this list, you can call D&B and ask to be removed from the marketing file. Or simply ask the representative you speak with when obtaining your DUNS number (if you obtain a number over the phone).
- If your business is located outside the continental United States, Puerto Rico, or the U.S. Virgin Islands, you can't get a DUNS number over the phone. Instead you must obtain one online.

*This information was pulled from the Dun & Bradstreet website on 4-3-12. Go directly to their website for more information: <http://www.dandb.com>