



**SUBMITTING YOUR LOAN APPLICATION AND SUPPORTING DOCUMENTS IS EASY –
SEND THROUGH ANY OF THE FOLLOWING WAYS:**

SECURE EMAIL

Email our Business Services department at BusinessServices@itcu.org asking to be sent a link providing instructions for setting up a SECURE email. Once received from us, set up the SECURE portal and then scan and save your completed, signed and dated documents, and attach them to your email to us. Send the email directly to the person you are working with in our Business Services department. Your email and attached documents will be transmitted safely and securely, protecting your confidential data.

FAX

Fax your documents to (214) 291-1310–ATTN: BUSINESS SERVICES (or to the individual you are working with)

DROP-OFF

Deliver your application and supporting documents to the nearest InTouch branch. Branch staff will email the documents to Business Services, or have the package delivered by inter-office courier.

U.S. MAIL

Send your application and supporting documents to:

InTouch Credit Union
Attention: Business Services (or to the individual you are working with)
P.O. Box 250169
Plano, TX 75025-0169

FEDEX or UPS

Send your overnight deliveries to:

InTouch Credit Union
Attention: Business Services (or to the individual you are working with)
5640 Democracy Drive
Plano, TX 75024



P.O. Box 250169 Plano, TX 75025-0169
 Email: BusinessServices@itcu.org
 Phone: 800-337-3328, Option 5
 Fax: 214-291-1310
 www.itcu.org

MEMBER NUMBER:

PERSONAL FINANCIAL STATEMENT

Applicant/Guarantor Information

Business Legal Name:			
Name:	DOB:	US Citizen? Yes	No If not, provide evidence of residency status:
Address:	City:	State:	Zip Code:
Name:	DOB:	US Citizen? Yes	No If not, provide evidence of residency status:
Address:	City:	State:	Zip Code:

CHECK AS APPLICABLE: :

- Individually, without a co-signer or guaranty of a person or other legal entity
- Jointly, with the co-signature or guaranty of one or more persons or legal entities
- Assets and Liabilities are held _____ Individually _____ Jointly _____ Individually and Jointly

If applicant resides in a community property state, please complete the following concerning marital status:

Applicant is: Married Separated Unmarried (includes single, divorced and widowed)

Co-Applicant, if any, is: Married Separated Unmarried (includes single, divorced and widowed)

Applicant Information

Social Security No.	Driver's License #:	Phone:
Occupation:	Employer:	# of Years: Income: Bus. Phone:

Number of Dependents _____ Ages: _____

Have you established a trust? Yes No If yes, is it: Revocable Irrevocable Name(s) of Trustee(s): _____

Have you made a will? Yes No Name of Personal Representative: _____

Have you guaranteed or endorsed the notes and/or loans of any other person/business? Yes No Do you have any other contingent liabilities? Yes No

Have any actions or suits been filed against you or are there any recorded judgments or decree entered against you or have you been adjudged bankrupt in the last 7 years or made any assignments for the benefit of creditors? Yes No If yes, please explain: _____

Is the Owner or any of the proposed guarantors party to taxes or credit obligations past due? Amount \$ _____ Payable to _____

Is the Owner or any of the proposed guarantors presently under indictment of probation or parole, or ever been charged or convicted for any criminal offense other than a minor vehicle violation? Yes No Attach additional sheet if necessary

STATEMENT OF FINANCIAL CONDITION OF _____ AS OF _____

Assets		Amount	Liabilities		Amount
CASH	SCHEDULE A: In this Credit Union		NOTES & LOANS (No Real Estate)	SCHEDULE G: Notes Payable to Credit Unions	
	Other Credit Union or Banks			Notes & Loans Payable to Others	
STOCKS & BONDS	SCHEDULE B: Marketable Securities		INSURANCE LOANS	SCHEDULE C:	
	Others				
TAX	Tax Refund Due		TAXES DUE	Taxes Payable	
INSURANCE	SCHEDULE C: Cash Value		ACCOUNTS & BILLS PAYABLE	SCHEDULE H: Credit Card Accounts	
NOTES RECEIVABLE	SCHEDULE D: Accounts & Notes Receivable			Open & Revolving Accounts	
REAL ESTATE	SCHEDULE E: Residence(s):		REAL ESTATE NOTES & CONTRACTS PAYABLE	SCHEDULE E: Residence(s)	
	Unimproved Land			Unimproved Land	
	Income Properties			Income Properties	
	Other Real Estate			Other Real Estate	
OTHER ASSETS	Other Assets & Personal Property <i>Describe:</i>		OTHER LIABILITIES	Other Liabilities <i>Describe:</i>	
COLUMN 1 (TA) TOTAL ASSETS:		\$	COLUMN 2 (TL) TOTAL LIABILITIES:		\$
			TA - TL = NET WORTH:		



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PERSONAL FINANCIAL STATEMENT

RECAP OF INCOME AND EXPENSES

* See notice below before completing Other Income.

ANNUAL INCOME FOR YEAR 20____		ANNUAL EXPENSES FOR YEAR 20____		CONTINGENT LIABILITIES	
Salary or Wages		Property Taxes & Assessments		As Endorser on Notes/Contracts	
Dividends and/or Interest		Federal & State Income Taxes		As Guarantor on Notes/Contracts	
Rentals (Gross Income)		Real Estate Loan Payments		For Taxes	
Business (Net Income)		Contract/Note Payments		Other Contingent Liabilities	
Other Income (Describe)		Living Expenses (Estimated)			
		Other Expenses			
TOTAL INCOME	\$	TOTAL EXPENSES	\$	TOTAL CONTINGENT LIAB.	\$

*Alimony, child support or separate maintenance income need not to be revealed if you do not wish to have it considered as a basis for repaying this obligation.

PLEASE INDICATE OR PROVIDE AN EXPLANATION AS TO ANY ASSETS OWNED JOINTLY OR BY A TRUST OR LIABILITIES OWED TO OTHERS. ATTACH SCHEDULES AND EXPLANATORY NOTES IF NECESSARY.

SCHEDULE A			CASH LOCATION AND STATUS OF CREDIT UNION AND OTHER ACCOUNTS								
Chkg	Savings	CDs	Institution Name	Owner(s)	Balance	Interest Rate	CD Maturity date	Is account pledged for a loan?	Balance of Loan	Maturity Date of Loan	
TOTAL:						TOTAL:					

SCHEDULE B		STOCKS AND BONDS (Includes Interests In Any Closely Held Business)					*Attach sheet or statements if applicable	
Description	No. Shares	Owner(s)	Source of Valuation	Date	Price Per Share	Total Value	Purchased on Margin or Pledged	
TOTAL:								

SCHEDULE C		LIFE INSURANCE				
Insured	Primary Beneficiary	Face Amount	Cash Value	Loans on Policy	Name of Insurance Company	Location of Office
TOTALS:						

SCHEDULE D		ACCOUNTS AND NOTES RECEIVABLE						
Owner(s)	Due From	Address	Collateral	Maturity Date	How Payable?		Balance Due	
					Amount	Per		
TOTAL:						TOTAL:		



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SCHEDULE E		REAL ESTATE OWNED						
Property Type	Owner(s)	Lienholder	Address	Date Acquired	Original Cost	Market Value	Payment	Balance Due
TOTAL:							TOTAL:	

(Attach sheet for additional properties)

SCHEDULE G		NOTES AND LOANS PAYABLE TO CREDIT UNIONS AND OTHERS					
Payable To	Address	Collateral	Person(s) Liable	Maturity Date	How Payable		Balance Due
					Amount	Per	
TOTAL:						TOTAL:	

SCHEDULE H		ACCOUNTS AND BILLS PAYABLE (Including Credit Cards)			
Payable To	Account Number	Person(s) Liable	How Payable		Balance Due
			Amount	Per	
TOTAL:				TOTAL:	

SIGNATURES AND AFFIRMATION SECTION:

I (we) hereby affirm that the foregoing information contained in this financial statement is presented for the purpose of obtaining credit as of the date indicated and is true, complete and correct. I understand Credit Union is relying on this statement of my financial condition in making loan(s) to me. Credit Union or its designee is authorized to make any investigation of my credit or employment status either directly or through any agency employed by Credit Union for that purpose now and in the future. Credit Union may disclose to any other interested parties Credit Union's experience with this account. I agree to inform the Credit Union immediately of any matter which will cause any material change to my financial condition. I understand that Credit Union will retain this financial statement whether or not credit is granted.

Applicant/Guarantor Signature: _____ Date: _____

Co-Applicant/Guarantor Signature: _____ Date: _____