

# Customer Application Checklist

Here's what you need when you apply for a Business Banking lending product at BBVA Compass:

- Completed Application, including tax identification number, and signatures of all applicants and guarantors
- 4506T:
  - Sole Proprietors require only one 4506T
  - All other entities: Complete a 4506T for company and ALL Loan Guarantors
- Valid business documentation
- Income information
  - 2 years of personal tax returns (including all schedules)
  - 2 years of business tax returns or accountant prepared financial statements
  - 3 years personal and business tax returns required on loans greater than or equal to \$250,000
  - Interim financial statement (if beyond 90 days from fiscal year end)
  - BBVA Compass personal financial statement (not more than 6 months old)

**Additional documentation needed based on type or amount of credit requested:**

- Real Estate
  - Previous survey/title work (if applicable)
  - Real Estate Purchase Contract/ Agreement (if applicable)
  - Copies of existing property inspections and environmental studies (if applicable)
  - Copies of property, hazard, and flood insurance policies
- Equipment
  - Invoice/Bill of Sale (equipment or vehicle)
  - Purchase Agreement (if applicable)
  - Copies of insurance policies
- CD and Marketable Securities (Not including IRA/401K)
  - Copy of Brokerage Statement(s)
  - Copy of Stock Certificate(s)
  - FR U-1 (OMB No. 7100-0115) (where applicable)
- Non-profit and Church
  - If tax returns are unavailable, 3 years financial statements are required
  - Board Meeting Minutes, approving the request and authorized signers
  - Letter from the Church listing the authorized signers

**For more information, contact your BBVA Business Banking Officer.**