

**PERSONAL INFORMATION SHEET** *Important! Each officer, director, key employee, individual that is 20% or greater owner of the operating company, and/or the real estate holding entity, must complete this form in full. Please make copies as needed.*

**Personal Information**

Full Name \_\_\_\_\_ SS# \_\_\_\_\_  
FIRST FULL MIDDLE MAIDEN LAST  
 Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
MONTH/DATE/YEAR CITY, STATE  
 Home Number \_\_\_\_\_ Work Number \_\_\_\_\_  
 Cell Number \_\_\_\_\_ Email Address \_\_\_\_\_  
 Residence Address \_\_\_\_\_  
STREET/CITY/STATE/ZIP FROM/TO  
 Previous Address \_\_\_\_\_  
STREET/CITY/STATE/ZIP FROM/TO  
 Spouse Full Name \_\_\_\_\_ SS# \_\_\_\_\_  
FIRST FULL MIDDLE MAIDEN LAST

**Work Experience** *NOTE\* You may substitute with a resume*

**Company Name/Location** \_\_\_\_\_  
 From/To \_\_\_\_\_ Title \_\_\_\_\_  
 Duties \_\_\_\_\_  
**Company Name/Location** \_\_\_\_\_  
 From/To \_\_\_\_\_ Title \_\_\_\_\_  
 Duties \_\_\_\_\_

**Education** *College or Technical Training*

Name/Location	Date Attended(From/To)	Major	Degree or Certificate

**Certifications**

- YES  NO (1) Are you a U.S. Citizen?  
*If 'NO' please provide a copy of your Alien Registration Card (front & back). We will also provide you a form for verification of your status with the Immigration and Naturalization Service (INS).*
  - YES  NO (2) Have you/or/anyone in your household ever been employed by the U.S. Gov/or/ Military?  
*If 'YES' name of person: \_\_\_\_\_ Relation \_\_\_\_\_  
 Agency/Position/Rank/Grade \_\_\_\_\_ Dates of Service \_\_\_\_\_*
  - YES  NO (3) Are you presently under indictment, on parole, or probation?
  - YES  NO (4) Have you ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation? Include offenses that have been dismissed, discharged, or not prosecuted.
  - YES  NO (5) Have you been convicted, placed on pretrial diversion, or paced on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor motor vehicle violation?
  - YES  NO (6) Are you involved in any lawsuits at this time?
  - YES  NO (7) Have you ever filed for business or personal bankruptcy protection?
  - YES  NO (8) Do you now, or have you ever, had an SBA loan or had a loan from any other federal agency (i.e. FHA, HUD, VA, student loan, etc.)?
  - YES  NO (9) Do you have any ownership interest in, or control of, any other business?
- If you answered 'YES' to any of the questions 3-7, please contact us for the appropriate forms. If you answered 'YES' to questions 8-9, please complete the 'ADDITIONAL INFORMATION SHEET' attached.*

**Indicate Gender (optional):**  MALE  FEMALE

**With which race do you most closely identify? Choose only one (optional):**

- African American  Puerto Rican  Native American (other than Eskimo or Aleut)
- Hispanic  Asian or Pacific Islander  Eskimo and Aleut
- Caucasian  Multi-Ethnic  Other \_\_\_\_\_

**Credit Report Authorization**

I hereby authorize the release to Business Finance Group, Inc. of any and all information at any time for any purpose related to my credit application/transaction. I further authorize Business Finance Group, Inc. to release such information to any entity deemed necessary for any purpose related to my credit application/transaction. I hereby certify that the enclosed information (together with any attachments or exhibits) is valid and true, accurate and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Additional Information Sheet****Affiliate Businesses**

Entity Name	Owner Name	% Ownership

**Previous Government Financing**

Company or Individual Name	Federal Source/ Type of Loan	Current Balance	Status	SBA Loan #

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