

Personal Information Sheet



IMPORTANT! This form must be completed in full by each officer, director, key employee, 20% or greater owner of the operating company and / or the real estate holding entity. Please make copies as needed.

Full Name _____ **SS#** _____
FIRST FULL MIDDLE MAIDEN LAST

Date of Birth _____ **Place of Birth** _____
MONTH DAY YEAR CITY STATE

Phone #s _____ **email** _____
RESIDENCE BUSINESS CELL PHONE

Residence Address _____
STREET, CITY, STATE, ZIP FROM - TO

Previous Address _____
STREET, CITY, STATE, ZIP FROM - TO

Spouse's Full Name _____ **SS#** _____
FIRST FULL MIDDLE MAIDEN LAST

Work Experience (you may substitute a resume)

Company Name/Location _____
 From _____ To _____ Title _____
 Duties _____

Company Name/Location _____
 From _____ To _____ Title _____
 Duties _____

Education		College or Technical Training	
Name and Location	Dates Attended (From/To)	Major	Degree or Certificate
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Optional Questions

- Sex: Male Female
- With which race do you most closely identify? Choose only one.

<input type="checkbox"/> American Indian / Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black / African-American
<input type="checkbox"/> Native Hawaiian / Pacific Islander	<input type="checkbox"/> White / Caucasian	<input type="checkbox"/> Not disclosed
- Are you Hispanic or Latino?

<input type="checkbox"/> Hispanic / Latino	<input type="checkbox"/> Not Hispanic / Latino	<input type="checkbox"/> Not disclosed
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Credit Report & Background Check Authorization

I hereby authorize Business Finance Group Inc., or any Lender Services Provider with which it has contracted, to request and review all data about me that it deems to be appropriate, including credit reports from credit reporting agencies and background checks to search for prior criminal convictions, lawsuits, bankruptcies, and tax liens. I further authorize Business Finance Group Inc. to release such information to any other party deemed necessary for any purpose related to my credit application/transaction. I also authorize third parties, including credit reporting agencies, to release to Business Finance Group Inc. any and all information at any time 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:** _____

Personal Information Sheet

Certifications

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	1.	Are you a United States citizen? If "No," please provide a copy of your Alien Registration Card (front and back). We will also provide you a form for verifying your status with U.S. Customs and Immigration Services (USCIS).
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	2.	Have you or any member of your household ever been employed by the U.S. Government or Military? <i>If "Yes," name of person: _____ Relationship: _____</i> <i>Agency/position/rank/grade: _____ Dates of service: _____</i>
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	3.	Do you now, or have you ever, had an SBA loan or a loan from any other federal agency (i.e., FHA, HUD, VA, student loan, etc.)?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	4.	Do you have any ownership interest in, or control of, any other business?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	5.	Are you or any company under your control involved in any lawsuits or outstanding judgements at this time?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	6.	Have you <u>ever (regardless of age)</u> filed for business or personal bankruptcy protection? This includes bankruptcies that were ultimately dismissed. This answer is verified by Business Finance Group and/or the U.S. Small Business Administration via a background check, thus failure to disclose all prior bankruptcy filings could result in delayed processing and/or loan application decline.
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	7.	Has a federal or state tax lien <u>ever (regardless of age)</u> been filed against you or your businesses? This answer is verified by Business Finance Group and/or the U.S. Small Business Administration via a background check, thus failure to disclose all prior tax liens could result in delayed processing and/or loan application decline.
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	8.	Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	9.	Have you been arrested in the past six months for any criminal offense?
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	10.	For any <u>criminal</u> offense – other than a minor vehicle violation – have you ever: (1) been convicted; (2) plead guilty; (3) plead nolo contendere; (4) been placed on pretrial diversion; or (5) been placed on any form of parole or probation (including probation before judgment)? This includes <u>all</u> criminal (misdemeanor or higher) convictions, <u>regardless of age</u>, even if it was ultimately expunged from your record. This answer is verified by Business Finance Group and/or the U.S. Small Business Administration via a background check, thus failure to disclose all offenses could result in delayed processing and/or a loan application decline.

If you answered "YES" to any of questions #3 through #10 above, please provide details on a separate sheet of paper. Contact us for appropriate forms.

Signature:	Date:
Printed Name:	