



Small Business Loan Application

Thank you for applying to Sandy Spring Bank. Please fill out this form in as much detail as possible, attach it to the applicable Supporting Information listed in item 8, and return everything to your Bank Officer or to Sandy Spring Bank, Small Business Loan Center, 17801 Georgia Avenue, Olney Maryland, 20832. If you have any questions, please contact your Bank Officer at 301-774-6400 or 1-800-399-5919.

Important Information About Procedures for Opening a New Account

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. **What This Means for You.** When you open an account, we will ask for: your name, address, date of birth and other information that allow us to identify you. We may also ask to see your driver's license or other identifying documents.

1. General Business Information

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____ Date Firm Founded: _____

Tax I.D. Number: _____ NAICS Code: _____ Number of Employees: _____

Legal Status: Corporation (Subchapter C) Corporation (Subchapter S)
 Sole Proprietorship Partnership
 Professional Corporation Non-Profit
 Other _____

Description of Business Operations _____

Management/Ownership: Please list owners or partners and percentage of ownership.

Name: _____ Title: _____ % of Ownership: _____

Name: _____ Title: _____ % of Ownership: _____

Name: _____ Title: _____ % of Ownership: _____

How long has current ownership been in place? _____

2. Credit Request

- New Credit Line \$ _____
- Increase Existing Credit Line from \$ _____ to \$ _____
- Term Loan (number of months: _____) \$ _____
- Vehicle Loan (number of months: _____) \$ _____
- Commercial Mortgage (number of months: _____) \$ _____
- Other \$ _____

Purpose of Request: _____

Credit lines of \$50,000 or less may be used as overdraft protection on your Sandy Spring business checking account.

Please link my credit line to my business checking account number: _____

3. Collateral: Please list collateral available to secure loan request(s) along with values and descriptions.

Type	Description	Value	Existing Liens (Yes or No?)
_____	_____	_____	_____
_____	_____	_____	_____

4. Business Depository Accounts

Bank Name	Account Number	Average Balance
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Business Loan Accounts: Please supply the following information for all term loans, credit lines, mortgages, credit cards, equipment leases, etc. Attach additional sheets if necessary.

Name of Creditor	Line or Loan?	Secured or Unsecured?	Total Outstanding Balance of Loan or Credit Line	Monthly Payment	Date Opened
_____	_____	_____	\$ _____	\$ _____	_____
_____	_____	_____	\$ _____	\$ _____	_____
_____	_____	_____	\$ _____	\$ _____	_____

6. Business Trade References: List two major suppliers.

Company Name	Contact	Phone Number
_____	_____	_____
_____	_____	_____

7. Other Business Information: If yes to any question below, please explain on an attached sheet. Yes or No?

- Is the business currently involved in any litigation or other legal claims? _____
- Has the business or any principal ever declared bankruptcy? _____
- Are any taxes currently past due by the business or any principal? _____
- Is the company liable on any debt not shown above? _____
- Is the firm or any principal contingently liable as guarantor or endorser? _____
- Has the business incurred a loss in any of the last 3 years? _____
- Is the business for sale or under agreement that would change the ownership? _____

8. Supporting Information: Please include the following documents with your completed application and Personal Financial Statement:

- Business tax returns or business financial statements for the previous 2 years
- Personal tax returns for the previous 2 years
- Most recent interim financial statement including an income statement and balance sheet
- Articles of Incorporation/Organization, Corporate By-Laws or Organization Agreement
- If applicable, copy(s) of equipment invoice(s), accounts receivable and accounts payable agings or other information
- If applicable, proof of insurance

Certain applications may require further consideration and additional information may be requested.

Section 4 - Statement of Income & Expenses Please supply your annual income and expenses.

Sources of Income	Prior Year 20	Present Year 20	Annual Expenditures	Prior Year 20	Present Year 20
Salary & Wages			Income Taxes		
Interest Income			Estimated Living Expenses		
Dividend Income			Real Estate Expenses		
Business Income			Alimony, Child Support, Other		
Real Estate Income			Education or Child Care Expenses		
Other*			Other		
Subtotal			Subtotal		
Non-recurring			Residence Mortgage Payment		
Sales of Assets			Rent Payments		
Commissions			Car and/or Vehicle Payments		
			Home Equity Line/Loan Payments		
			Credit Card Payments		
			Other Real Estate Payments		
			Other		
Total			Total		

*You do not have to include information about income from alimony, child support or separate maintenance payments unless you want us to consider this income in connection with this application for credit.

Section 5 - Statement of Contingent Liabilities

Contingent liabilities are financial obligations of other individuals, partnerships, or companies which you have endorsed, guaranteed, or otherwise agreed to or have a statutory obligation to honor in the event of certain contingencies. They may also be any direct obligations that are not reflected in the balance sheet above that you will be required to honor in the event of certain contingencies. These include obligations to Sandy Spring Bank as well as to other banks or creditors of any kind. You **must** disclose all such guarantees, endorsements, etc. in this schedule.

I have no contingent liabilities.

Type of Obligation	Name of Creditor	Maximum Amount of Obligation	Expiration Date	Explanation of Purpose

Section 6 - Personal Information If yes to any question below, please explain in the space below or on an attached statement.

- Yes No 1. Are any of the assets listed above held under a trust agreement, in an estate, or in any other name or capacity?
 Yes No 2. Do any of your assets secure any debts that have not been reported in the following Schedules?
 Yes No 3. Have you ever filed for personal bankruptcy, had property owned foreclosed, or made a settlement or an assignment for the benefit of creditors?
 Yes No 4. Are there any unsatisfied judgments against you or has any corporation or partnership in which you are (were) an owner or general partner ever filed for bankruptcy or legal action?
 Yes No 5. Are you, or any corporation or partnership in which you are an owner or general partner, a party to any suit or legal action, or are there any unsatisfied judgments against you?
 Yes No 6. Are any income tax returns, whether personal or that of any corporation or partnership in which you are an owner or a general partner, currently being audited or contested? Personal income tax returns have been filed through (year) _____.

Explanation(s):

<u>CITIZENSHIP/RESIDENCY</u>	Applicant	Co-Applicant	*Proof of Permanent Resident Alien status must be presented at time of application. The card number and expiration date must be recorded for the loan file.
U.S. Citizen	_____	_____	
Permanent Resident Alien*	_____	_____	

Authorization: The information contained in this application and statement is provided for the purpose of obtaining, or maintaining credit with you on behalf of the undersigned, or persons, firms, or corporations in whose behalf the undersigned may either severally or jointly with others, execute a guaranty in your favor. Each undersigned understands that you are relying on the information provided herein (including the designation made as to ownership of property) in deciding to grant or continue credit. Each undersigned represents and warrants that the information provided is true and complete and that you may consider this statement as continuing to be true and correct until a written notice of a change is given to you by the undersigned. You are authorized to make all inquiries you deem necessary to verify the accuracy of the statements made herein, and to determine my/our creditworthiness. You are authorized to answer questions about your credit experience with me/us. You authorize and instruct any person to complete and furnish to us any information that we may request and agree that such information, along with this application, shall remain our property. You authorize us to disclose any information in or relating to this application and/or account if approved (including information received from third persons) to any applicant

for or guarantor of, this credit and to any of our existing or future subsidiaries, affiliates, and assigns, and to any potential assignee, transferee, or participant in the credit to which this application relates.

For Personal Information Only: Only your personal consumer information is subject to the following disclosure. Commercial entities may not opt out of affiliate sharing. The Fair Credit Reporting Act permits us to share, among the Sandy Spring family of companies, information about you from consumer reporting agencies and other outside sources. If you do not wish us to provide this externally derived information to our affiliated companies, you may advise us by writing us at Sandy Spring Bank, ATTN: Quality Control-Operations, 17801 Georgia Ave., Olney, MD 20832. To help us identify this application/account, please include your name, address, telephone number, social security number, and indicate that your request relates to your application/account. By notifying us as specified, the information that we may share among the Sandy Spring family of companies and others having the right to receive such information will be limited to that relating to our experience information about you (e.g., the existence, history and status of your account), but will not include other, externally derived information.

FOR JOINT CREDIT APPLICANTS
WE REQUIRE THAT THIS
FINANCIAL STATEMENT BE
SIGNED BY ALL APPLICANTS

Signature (Individual): _____ Date _____

Signature (Other Party): _____ Date _____

Supporting Schedules – Please state **all** of the owners for each account listed.

Schedule 1 – Depository Accounts				
Name(s) on Account	Depository Institution	Balance in Account	Type of Account	Pledged Yes or No?
Total Balances in Accounts				

Schedule 2 – Marketable Securities						
Name of Security or Fund	Title in Name(s) Of	Number of Shares	Market Value Per Share	Total Market Value	Pledged Yes or No?	Restricted Yes or No?
Total Market Value						

Schedule 3 – Life Insurance Carried					
Name of Insurer	Policy in Name(s) Of	Beneficiary	Face Amount	Policy Loans	Cash Surrender Value
Total Face Amount and Policy Loans					

Schedule 4 – Notes Payable (Exclude Mortgage Listed in Schedule 5)							
Name of Financial Institution or Individuals(s)	Type of Loan	Original Balance	Current Balance	Interest Rate	Maturity	Monthly Payment	Collateral for Loan
Total Current Balance and Monthly Payments							

Schedule 5 – Real Estate: Please specify type of property (i.e., Commercial or Residential, Rental or Owner-Occupied, Condo, etc.)

Wholly-Owned Real Estate											
Address of Property	State	Title in Name(s) Of	Type of Property	Date Acquired	Cost and Improvements	Market Value	Mortgage Balance	Mortgage Holder	Interest Rate	Monthly Payment	
			Residence								
Total Market Value and Mortgage Balances											

Partially-Owned Real Estate											
Address of Property	State	Title in Name(s) Of	Percent Owned	Type of Property	Date Acquired	Cost and Improvements	Market Value	Mortgage Balance	Mortgage Holder	Interest Rate	Monthly Payment
Total Market Value and Mortgage Balances											