

New Business Account Checklist

Please ensure you have the following documents/information, which is required for applying to open a Business Account:

Documentation verifying the existence of the Business (i.e. Articles/Certificate of Incorporation, Master Business License, Letters Patent, Partnership Agreement, ect.)

Names of all Directors/Signing officers of the business

Confirmation of Canada Revenue Agency (CRA) Business Number

Completed and signed MCCCUC Personal Financial Statement Form

Three months Bank Statements (for existing businesses that are not currently members of MCCCUC)

Please direct emails to commercialdept@mcccu.com



PERSONAL FINANCIAL STATEMENT

Name		Date of Birth	Social Insurance Number		Marital Status
Name of spouse		Date of Birth	Social Insurance Number		No. of dependents
Present address		City, Prov	Postal Code	No. of years	Own/Rent Landlord
Previous address (if less than 3 years)		City, Prov		Postal Code	No. of years
Home telephone #		Cell #		E-mail address	
Name of Employer	Since	Job Title	Address	Telephone #	Fax #
Name of Spouse's Employer	Since	Job Title	Address	Telephone #	Fax #

Income / Salary

Employment Income Weekly / Bi-Weekly / Monthly / Annual	\$	Other Information			
Spouse's employment income Weekly / Bi-Weekly / Monthly / Annual	\$	Are personal income taxes up to date? Yes No			
Family allowance/Child tax credit	\$	Name of accountant			Telephone #
Rental income (net)	\$				
Farming income	\$	Name of solicitor			Telephone #
Other income	\$				
Total	\$				

Balance Sheet

Assets		Liabilities	
Schedule 1 – Cash & Deposits	\$	Schedule 8 – Loans, mortgages, credit cards	\$
Schedule 2 – Shares & Bonds	\$	Unpaid income taxes	\$
Schedule 3 – RRSP	\$	Unpaid property taxes	\$
Schedule 4 – Life Insurance	\$	Other debts	\$
Schedule 5 – Real Estate	\$		
Schedule 6 – Vehicles, Boats, etc.	\$	Total liabilities	\$
Schedule 7 – Other Long Term Assets	\$	Net Worth	\$
Total Assets	\$		

Guarantees and Indirect Financial Commitments

Description	Amount	For the benefit of:

Declaration and Authorization

The undersigned declare(s) that the statements made herein are for the purpose of obtaining financing and are to the best of my/our knowledge true and correct. The applicant(s) consent to Motor City Community Credit Union making any inquiries it deems necessary to reach a decision on any credit application, associated with information in this personal financial statement, and consent(s) to the disclosure at any time of any credit information about me/us to any credit reporting agency or to any one with whom I/we have financial relations.

Privacy Disclosure & Consent

Your Personal Information

What Is Personal Information?

Personal information is information that identifies you as an individual. It includes not only your name and address, age and gender, but also your personal financial records, identification numbers including your social insurance number (SIN) personal references and employment records.

Why Does the Credit Union Ask You for Your Personal Information?

There are some purposes for using your personal information which are self evident, such as asking for information concerning your credit history to help determine your credit worthiness if you are applying for a loan or mortgage. Self evident purposes should be clear but if you have any questions, just ask us. We only collect what we absolutely need. In addition to those purposes which are self evident, with your consent, we only collect personal information from you for the following purposes:

- To understand your needs and to develop, offer and manage products and services that meet those needs;
- To determine the suitability and your eligibility for member products and services;
- To evaluate your credit standing and to share or exchange reports and information with credit reporting agencies;
- To detect and prevent fraud, and to help safeguard the financial interests of the credit union and its members;
- To meet legal and regulatory requirements

Sharing Your Personal Information

Your personal information is shared to the extent permitted by law, within the Credit Union network of branches and offices, including its officers and employees, which provide deposit, loan, investment, securities, brokerage, insurance, trust and other products and services. With this comprehensive understanding, we are better able to meet your needs as they grow and change.

Signature	Date
Signature	Date



Schedule 1 - Cash on Hand and Deposits

Name and address of financial institution	Type	Account #	Maturity	Interest Rate	Amount
Total					

Schedule 2 - Shares and Bonds

Description	Registered owner	# of shares/units	Par value	Market Value
Total				

Schedule 3 - Registered Retirement Savings Plan (RRSP)

Name and address of financial institution	Type of plan	Additional details	Amount
Total			

Schedule 4 - Life Insurance

Company	Policy Date	Face amount	Beneficiary	Cash surrender value (CSV)	Policy loans	Net CSV
Total						

Schedule 5 - Real Estate

Address	No. of units	No. of Units Occupied	Date acquired mm/yyyy	Purchase Price	Market Value
Total					

Schedule 6 - Vehicles, Boats, etc.

Description	Year	Make	Model	Original cost	Other	Market Value
Total						

Schedule 7 - Other Long Term Assets (Please attach evidence. In the case of shares held in private corporation, please attach last financial statement)

Provide a detailed description	Market Value
Total	

Schedule 8 - Loans, Mortgages, Credit Cards

Name of financial institution	Type	Original amount/limit	Purpose & collateral	Interest rate	Monthly payment	Amount outstanding
Total						

GENERAL INFORMATION Please provide details if you answer yes to any of the following questions.

Have you ever had an asset repossessed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever declared bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No Discharge Date (If Yes) _____	
Are you a party to any claims or lawsuits? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you owe any taxes prior to the current year? <input type="checkbox"/> Yes <input type="checkbox"/> No	