

## Bank Reference Letter

This form is to be completed by an authorized representative of the bank; the signature must be notarized.

Principal Name (Business): \_\_\_\_\_

Complete Address: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Name & Title of Authorized Bank Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Disclosures About the Bank's Relationship with the Above Named Principal

Opening Date of Operating Account(s): \_\_\_\_\_

Current Year's Average Balance: \_\_\_\_\_

Past Year's Average Balance: \_\_\_\_\_

Savings Account(s)?  Yes  No Present Balance of Savings Account(s): \_\_\_\_\_

### Line of Credit

Line of Credit Established?  Yes  No

Date Line of Credit Opened: \_\_\_\_\_

Amount (Maximum High Credit): \_\_\_\_\_

Present Balance (In Use): \_\_\_\_\_

Secured?  Yes  No

Collateral: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

### Installment Loans

Present Total Balance of Installment Loans Outstanding: \_\_\_\_\_

Total Paid Per Month: \_\_\_\_\_

Maximum Term Of Indebtedness: \_\_\_\_\_

Secured?  Yes  No

Collateral: \_\_\_\_\_

### Principal Information

Is Principal Co-Endorser for Others:  Yes  No

If yes, for Whom?: \_\_\_\_\_

Amount: \_\_\_\_\_

Does bank know of any contingent liabilities facing Principal? \_\_\_\_\_

Any liens filed, judgments, suites or claims pending? \_\_\_\_\_

Does the bank have current financial information about the Principal? \_\_\_\_\_

Does the bank of knowledge of the Principal's key personnel? \_\_\_\_\_

Banks opinion of the Principal: \_\_\_\_\_

**I hereby certify that all the information presented herein is complete and accurate to the best of my knowledge.**

Signature of Authorized Bank Representative: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

This is to certify that \_\_\_\_\_, having the position of \_\_\_\_\_  
and as an authorized representative of \_\_\_\_\_; has  
made above disclosures about the bank's relationship with the above named principal.

Notary's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Commission Ending Date: \_\_\_\_\_ (Seal)