
Loan Application (Short-Form)

Using the CU*BASE Standard Short-Form Loan Application

INTRODUCTION

The CU*BASE Short-Form Loan application is an alternative to the standard five-page CU*BASE laser loan application form. Many of our clients discovered that although the long application has its uses for certain situations, most of the time a simpler form will do, saving the CU both time and paper. Not only is the short-form application simpler and faster to print, it can also be customized to include up to three lines of optional instructions at the top of the form, and a large paragraph of “fine print” at the bottom.

This booklet describes how to configure your short-form application and what data from the loan application/household database will print on the form.

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May 21, 2009

SAMPLE PRINTED APPLICATION

There are three lines at the top that can be configured by the credit union, if desired, for fee amounts, special instructions or other information.

The Liabilities section will include debt and credit card information for codes RENT or MORT1, MORT2, LN-01, LN-02, CC-01 and CC-02 only.

See below for instructions on completing the CU*BASE loan application screens properly.

Up to 12 lines of optional text can be configured by the credit union to appear above the signature lines.

LOAN APPLICATION FEE \$ 5.00

TEST CREDIT UNION OF CU*ANSWERS
1234 MAIN STREET XXXXXXXX
MADISON XXXXXXXXXX, WI 55500-1234

Applicant is applying for Joint Credit

Your account number is: **21658** Amount requested: **10,000.00** Purpose: **PERSONAL**
Application: **020959**

<p>APPLICANT</p> <p>Full Name: KRISTEN L TEST SSN: 222-33-4444 Birth Date: 05/25/1983</p> <p>ADDRESS: 9874 PALM DRIVE TAMPA, FL 33755 3375</p> <p>Home Phone: (727) 555-3656 <input type="checkbox"/> Own <input type="checkbox"/> Rent Date moved to this address:</p> <p>EMPLOYER NAME & ADDRESS: TAMPA GENERAL HOSPITAL 8790 BAY ST TAMPA, FL 33756</p> <p>Start Date: 06/01/1999 Phone/Ext.: (727) 555-4544 / 04545 Total Income: 400,000.00 Per: Year <input type="checkbox"/> Net <input checked="" type="checkbox"/> Gross</p> <p>NEAREST RELATIVE NOT LIVING WITH YOU: ELMO COUSIN 690-A SESAME AVE KENTWOOD, MI 49557</p> <p>Phone: (888) 777-6654</p>	<p><input checked="" type="checkbox"/> CO-APPLICANT <input type="checkbox"/> SPOUSE <input type="checkbox"/> GUARANTOR</p> <p>Full Name: MIRANDA G TEST SSN: 111-22-3333 Birth Date: 06/14/1970</p> <p>ADDRESS: 8989 COVE DRIVE APT 23A ST PETERSBURG, FL 33712</p> <p>Home Phone: (727) 555-4444 <input type="checkbox"/> Own <input type="checkbox"/> Rent Date moved to this address:</p> <p>EMPLOYER NAME & ADDRESS: TJ'S FLOWERS 3211 GULF WAY PASS A GRILLE, FL 33755</p> <p>Start Date: 05/01/2003 Phone/Ext.: (727) 555-8888 / 01254 Total Income: 180,000.00 Per: Year <input type="checkbox"/> Net <input checked="" type="checkbox"/> Gross</p> <p>NEAREST RELATIVE NOT LIVING WITH YOU: ERNIE COUSIN 778 SESAME AVE KENTWOOD, MI 49555</p> <p>Phone: (888) 757-9696</p>
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Liabilities	With Whom	Account #	Present Balance	Monthly Payment
Mortgage/Rent	BANK ONE	74125	699,000.00	5,644.00
Home Equity				
Vehicle Loan	BANK ONE	45455	100.00	100.00
Vehicle Loan				
Credit Card	VISA		9,000.00	350.00
Credit Card				

If the answer to either of the following questions is Yes, please explain on the back side of this application:

Are there any outstanding judgements against you? Applicant: Yes No Co-Applicant: Yes No
Have you ever filed for bankruptcy? Applicant: Yes No Co-Applicant: Yes No

PLEASE READ BEFORE SIGNING: All information in this application is true. I understand that section 1014 Title 18 US Code makes it a federal crime knowingly make a false statement on this application. You have my permission to check it. You may retain this application even if not approved. I understand that you may receive information about me or my accounts with you. If this application is approved, I agree to honor the provisions of the loan and security agreements covering the loan. If this application is joint, these statements apply to both of us.

Applicant Signature _____	Date _____	Second Signature _____	Date _____
Loan Office Signature _____	Date _____	Committee Representative Signature _____	Date _____

WESCD APP3 (02/23/04)

If comments have been entered for either the applicant or co-applicant, they will be printed on a second page (on the back side for printers capable of duplexing):

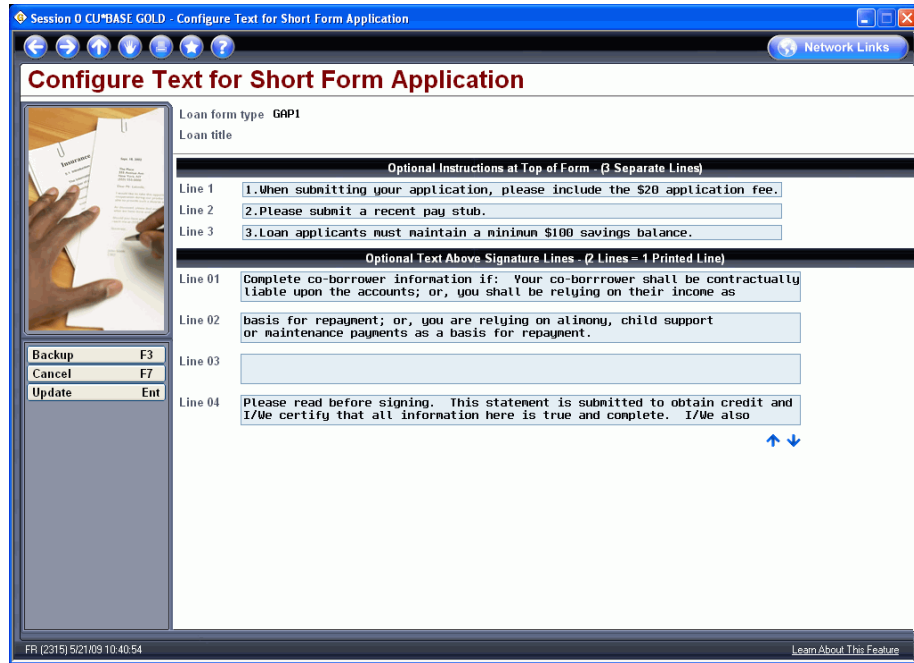
Loan Application - Page 2 ADDENDUM	Application: 017366
Applicant JOHN MEMBER Applicant has pending child support proceedings.	
Co-Applicant MARY NONMEMBER	

Of course, a smaller application means fewer lines of financial information, and restrictions as to how and where the information can be entered in the CU*BASE loan application screens. This booklet describes, screen by screen, which CU*BASE data will be printed on the new form. **Remember, too, that the standard long application is still available for those situations where more information needs to be printed.** As always, this is a laser-only product. Contact CU*Answers if you are interested in getting started with laser printing at your credit union.



CONFIGURING OPTIONAL TEXT

At the top and bottom of the short-form loan application are spaces for optional CU-defined text, including special instructions for completing the form and any other “fine print” needed above the signature lines.

This optional text is configured using the “Loan Application Text Config.” option on menu MNCNFB.



At the top of the screen, enter up to 3 separate lines of instructions or other information to be printed at the top of the form. A maximum of 75 characters are available for each line.

At the bottom of the screen, up to 12 lines of text can be entered and will print near the bottom of the form. Use the down arrows   to display additional lines when ready.

NOTE: The font used for printing these lines is proportional. Capital letters and wide letters like “W” take more room than do lowercase and narrow letters like “j” on the printed line. Therefore, it may be necessary to adjust where you stop typing at the end of a line in order for the printed output to be satisfactory.

When all changes have been made, use Enter to save, then F7-Cancel to return to the menu.

CU*TIP: Let Client Services set up your text for you! Contact a CU*BASE Client Service Representative for a price quote.

COMPLETING THE CU*BASE APPLICATION SCREENS

Because only a limited amount of information can be printed on the short-form application, only a select group of fields from the CU*BASE application screens will be included on the form. If you wish to use the short-form application, complete the appropriate fields on the screens in order to make sure they will be printed on the form.

Other fields can be still completed, of course, but will only print using the standard 5-page application.

Application Screen 1: Address Information

This screen should be completed as usual. Only basic address and loan information will be included on the final form (see the sample on Page 2).

Application Screen 2: Employment Information

On this screen, only the current **Employer, Address, Start date, Phone** and **Ext** will appear on the printed form.

Application Screen 3: Income Information

On this screen, only the **Total Income** information will appear on the printed form.

Application Screen 4: Reference Information

On this screen, only **Reference #2** information for both the applicant and co-applicant will appear on the printed form.

Application Screen 5: Asset Information

No asset information will be printed on the short-form loan application.

Application Screen 6: Real Estate Loans

Items from this screen that will appear on the printed form include the **Creditor Institution Name**, **Account #**, **Present Balance** and **Payment** for the following debt codes:

- RENT (if present)
OR
MORT1 (if no RENT is present) for the primary borrower only
- MORT2 (labeled “Home Equity” on the form) for the primary borrower only

Application Screen 7: Loans/LOCs

Items from this screen that will appear on the printed form include the **Creditor Institution Name**, **Account #**, **Present Balance** and **Payment** for the following debt codes:

- LN-01 (labeled “Vehicle Loan” on the form) for the primary borrower only
- LN-02 (labeled “Vehicle Loan” on the form) for the primary borrower only



Application Screen 8: Credit Cards/Other Debts Information

Items from this screen that will appear on the printed form include the **Institution**, **Account** (use F11-Toggle to enter the data), **Current Balance** and **Pmt** for the following debt codes:

- CC-01 (labeled “Credit Card” on the form) for the primary borrower only
- CC-02 (labeled “Credit Card” on the form) for the primary borrower only



None of the “OT” Other Unsecured Debts codes are included in the printed form.

Application Screen 9: Misc. / Comments

If comments are added for either the applicant or the co-applicant using the tabs on this screen, they can be optionally printed on the back side (or Page 2) of the printed form.

In addition, if a checkmark is placed in either the Judgment or Bankruptcy questions for the applicant or co-applicant, the appropriate boxes will be checked on the printed form.



Application Screen 10: Financial Summary

This data will print on the separate Loan Officer Worksheet, if requested when printing.

Loan Application - Summary Information Applicant Only

Applicant: JOHN D. WHELAN

Assets/Debits		Assets / No. Month	
Total assets	1,400,000	Total credit limit	0.00
Total debts	1,270,000	Outstanding	20,000
Net worth	270,000	Available	20,000
		Unsecured	1,250,000
		Total debt	

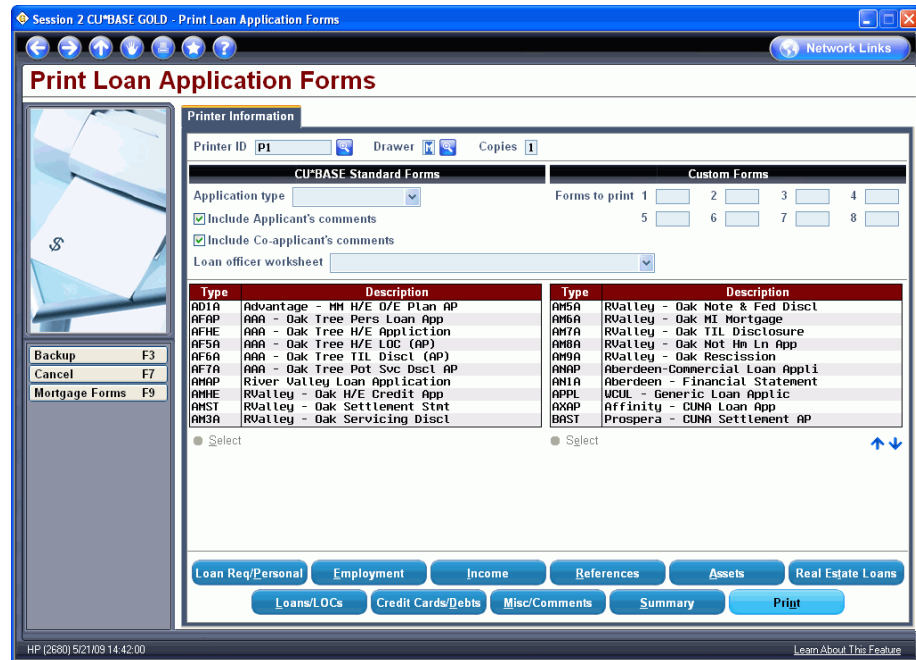
Summary Expenses		Monthly	Weekly
Amount	Monthly	4-12	4-12
Gross	500.00	175.00	41.64
Home Mortgage	95.00	24.00	5.84
Other Loans	64.99	21.24	5.13
Car/Misc	0.00	0.00	0.00
Home Owner	140.01	45.24	11.00
Total expense			

Join with New L.A. Application Combined Co-App Show Credit Report

Loan Req/Cancel Employment Income References Bank Real Estate Loans
Lateral O/C Credit Cards/Loans Misc/Comments Summary Print

PRINTING THE LOAN APPLICATION FORMS

From any application screen, click the **Print** tab to display the following screen:



You may choose either the Standard Application (5 pages), or the Short-Form Application, not both. If your credit union uses a custom loan application, leave both blank and enter the custom form name instead.

If you do not wish to print the comments you entered for either the applicant or the co-applicant, remove the checkmark(s) as appropriate.

CU*TIP: A blank copy of the short-form loan application can also be printed using the “Print Loan Forms” command on menu MNLOAN, Option #20. For details, refer to CU*BASE GOLD On-Line Help, Index keyword “Print Loan Forms.”