|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Microsoft Business Planner | | | | |
| Go to Article :  [Extending Credit: Overview](msbp://-r:1A50C1E3/)  Credit Application  This sample language can be used as a guide when creating a credit application for your business. This credit application is a quick way to ensure if someone is creditworthy or not. Customize this as necessary to meet your company’s needs.  **Note**: When you save this template as a document, note the document's file name and location. To edit the document next time, you must open it using Word. Every time you open this template from Microsoft Business Planner, a new document is created.  © Fred S. Steingold 1997, *Legal Guide for Starting & Running a Small Business, Volume 1,* published by Nolo Press, Inc. | | | | |
| Company Name and Logo  **Busness Credit Application** | | | | |
| Company name  DBA (if different)  Contact person Owner  Address | | | | |
| Phone  Type of business | | | Fax  Email | |
| Date business established  Amount of credit requested $  Are you a: | | | | |
| * CORPORATION | | | Fed ID Number | |
| * PARTNERSHIP | | | | |
| * SOLE PROPRIETORSHIP | | | | |
| * GOVERNMENT | | | | |
| Are your sales tax exempt? | | * Yes | | * No Tax Exempt # |
| Have you ever had credit with us before? | | * Yes | | * No |
| If yes, under what name? | | | | |
|  | | | | |
| Purchase order required? | | * Yes | | * No |

|  |  |
| --- | --- |
| TRADE REFERENCES | |
| Reference #1 | Name  Address  Phone  Name  Address  Phone  Name  Address  Phone |
|  |
|  |
| Reference #2 |
|  |
|  |
| Reference #3 |
|  |
|  |
| BANK REFERENCES | |
| Bank | Account #  Phone  Contact person  Name of bank  Address |
|  |
| Authorized signature: | |
| Printed name: | |
| Title: Date: | |