

*The highest form of
Charity is to help people
help themselves...*



Dear Applicant:

The R & B Business Loan Fund at Congregation Beth Or (administered by the Hebrew Free Loan Society of Greater Philadelphia) helps people start new businesses or expand existing businesses into new areas of endeavor by offering loans up to \$15,000 without interest. We require two co-signers with good credit to guarantee repayment of each loan over a three year term.

To apply for a loan from the R & B Fund, please follow these steps:

- **Complete and sign** the following documents from this loan package:
 - Business Loan Application form;
 - Credit report authorization;
 - Background check authorization.

- **Complete and submit** the following documents:
 - Business plan, including projections for 2 to 3 years. If you are unsure how to create a business plan, use the sample business plan template available at hflphilly.org/business-loan-materials. Alternatively, you may provide a few paragraphs describing your business and our business loan committee can help you create your business plan.
 - Personal and business resume.

- **Provide copies** of the following documents:
 - The organizational papers for your business, such as articles of incorporation;
 - Your driver's license or other government-issued photo ID.

- **Find two people** who will pay back the loan if you are unable to do so for any reason. These co-signers (guarantors) must live in Pennsylvania or New Jersey. Your spouse cannot be a co-signer, nor can anyone who has a loan from us right now. An individual can be a co-signer for only one loan at a time. The two co-signers for your loan may not be married to each other.
 - Have each co-signer review and complete the Co-Signer packet, which includes:
 - Business Loan Co-signer Application;
 - Credit Authorization form
 - Our privacy policy.



Each co-signer should complete, sign and return to us all the forms (except for the privacy policy), plus send us a photocopy of his or her driver's license or other government-issued photo ID.

If you are unable to find two co-signers at this time, please submit your application anyway and we can work with you to help find co-signers.

You and your co-signers can submit the necessary documents to us in one of the following ways:

- Complete forms online: <https://form.jotform.com/233518357387062>
- Scan all documents and email them to businessloan@hflphilly.org
- Mail it to us:
Hebrew Free Loan Society of Greater Philadelphia
P.O. Box 298
Wynnewood, PA 19096

After we receive your completed and signed application and the completed and signed co-signer applications, we can begin to process your request. Your application will be reviewed by our Business Loan Committee, after which a committee member will contact you to set up an appointment. You will meet with members of the committee to discuss your planned business and this loan.

We'll let you know whether your loan is approved within two weeks after your appointment. If your loan is approved, we'll schedule a time for you to receive the check in person. **At least one of your co-signers must accompany you when you receive the loan.**

We look forward to working with you. If you have any questions, you can reach us by phone or email.

Sincerely,

Hebrew Free Loan Society of Greater Philadelphia



HEBREW FREE LOAN SOCIETY OF GREATER PHILADELPHIA

Business Loan Application

Business Information				
Name _____				
Street _____				

City _____		State _____		Zip _____
Website _____				
Tax ID _____		Phone _____		
Nature of Business _____				
Year established _____		Number of employees _____		

Borrower Information				
Name _____				
Street _____				

City _____		State _____		Zip _____
Email _____				
Home Phone _____		Mobile Phone _____		
Social Security Number _____		Birth Date _____		

Ownership Information				
(List all stockholders, partners or owners; attach a separate sheet if necessary)				
Name	Title	# of Years	%	SS#



Loan Information

How much do you want to borrow? \$ _____

When do you need the money? _____

When can you begin to repay this loan? _____

Purpose of loan

Financial Information

Bank _____ Account # _____

Credit Relationships

(Please provide details of your business credit relationships; attach a separate sheet, if necessary)

Creditor	Purpose	Original amount	Amount presently owed	Repayment Terms	Maturity date

Additional Information

How did you learn about the Hebrew Free Loan? _____

Have you borrowed from us before? No Yes When (year) _____

Why? _____

Have you been convicted of a crime? No Yes

(If yes, please include a letter of explanation)



Liability Information

If the answer to any of these questions is yes, please provide details on a separate sheet.

- | | | |
|--|------------------------------|-----------------------------|
| Do you owe any amounts for income tax? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you owe any amounts for real estate tax? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you owe any amounts for any other tax? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you or this business ever declared bankruptcy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you or this business a defendant in any lawsuit? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Additional Documents

Complete and/or provide the following documents with us.

(Download templates to help you at hflphilly.org/business-loan-materials.)

- Business plan including projections for 2 to 3 years
Alternatively, you may provide a few paragraphs describing your business and our business loan committee can help you create your business plan.
- Personal and business resume.
- The organizational papers for your business, such as articles of incorporation
- Your driver's license or other government-issued photo ID

Please email a copy of the following documents to businessloan@hflphilly.org.

(Borrowers using the online form will have the option of uploading documents directly in the form.)

- | | |
|--|---|
| <input type="checkbox"/> Personal Resume | <input type="checkbox"/> Business Plan: |
| <input type="checkbox"/> Organizational Papers | <input type="checkbox"/> Photo ID |

In addition, I understand that my application will not be considered complete until Hebrew Free Loan Society receives the following:

1st Guarantor 2nd Guarantor

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Signed Co-signer Application form |
| <input type="checkbox"/> | <input type="checkbox"/> | Signed authorization for credit report and background check |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of government-issued photo ID (such as driver's license or passport) |

I certify the information on this application is true and correct. I agree to notify the Hebrew Free Loan Society of Greater Philadelphia immediately, should any of this information change while this application is being processed.

Applicant signature _____ Date _____

Business Name _____

Applicant Name _____ Applicant Title _____



CREDIT AUTHORIZATION FORM

I hereby authorize Hebrew Free Loan Society of Greater Philadelphia, its agents, employees and attorneys, to make inquiries of and obtain consumer credit reports for employment and financial purposes from the credit bureaus. I hereby release those sources from any liability for doing so.

I give this authorization in connection with a loan I am requesting.

Borrower's Signature _____

Borrower's Name _____

Date: _____

Social Security Number: _____

Current Address: _____

How Long Have You Lived at that Address? _____

If you have lived there less than two years, provide your previous address.

DISCLOSURE AND AUTHORIZATION FOR CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT

Company Name: Granor & Company (on behalf of Hebrew Free Loan Society)

In connection with your application and/or employment with above listed Company (hereinafter "Company") this notice is provided to inform you that a "consumer report" and/or "investigative consumer report", as defined by the Fair Credit Reporting Act (15 U.S.C. § 1681), may be obtained from a consumer reporting agency for employment purposes. These reports may include information about your character, general reputation, personal characteristics and mode of living, whichever are applicable. The report may also contain information about you relating to criminal history, credit history, motor vehicle records such as driving records, social security verification, workers' compensation claims (post job offer or conditional job offer), verification of education or employment history or other background checks. They may involve personal interviews with sources such as your neighbors, friends or associates. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to National Crime Search, Inc., 3452 E. Joyce Blvd., Fayetteville, AR 72703 – 888-527-3282. For information about National Crime Search, Inc.'s privacy practices see www.nationalcrimesearch.com. The scope of this notice and authorization is not limited to the present and, if you are hired, will continue and allow Company to conduct future background screenings for retention, promotion or reassignment, unless revoked by you in writing. Company also reserves the right to share your report with any third-party for whom you will be placed to work with as a representative of Company.

Acknowledgement and Authorization

By signing below you acknowledge receipt of a copy of the *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that you have read this notice and authorization as well as the summary document.

You hereby authorize the obtaining of a consumer report and/or investigative consumer report at any time after receipt of this authorization by Company, and if you are hired, throughout your employment, as permitted by law. You also confirm your understanding and provide consent for this report to be shared with a third-party for whom you may be placed to work as a representative of Company, if applicable.

_____ Signature	_____ Today's Date
_____ Print Full Legal Name (First) (Middle) (Last)	_____ Other or Former Names (please print)
_____ Address	_____ City/State
_____ County	_____ Date of Birth**
_____ Zip	_____ SSN**
_____ Name on Driver's License (if different from legal name)	_____ Driver's License # State issued
_____ Contact Phone Number	_____ E-mail Address

Minnesota & Oklahoma applicants or employees only: Under state law you have a right to receive a copy of your consumer report, free of charge, if one is requested by Company. By checking "yes", a copy will be provided to you at the address you provide on this notice. I would like to receive a copy of my consumer report: () Yes () No

New York applicants or employees only: Under state law you have the right to inspect and receive a copy of any investigative consumer report requested by Company by contacting National Crime Search, Inc. directly. You also acknowledge receipt of a copy of Article 23-A of the New York Correction Law by signing this notice.

Washington State applicants or employees only: Under state law you have a right to request a copy of the Washington Fair Credit Reporting Act's disclosures to consumers (RCW 19.182.070) by contacting National Crime Search, Inc. directly.

Massachusetts/New Jersey: If you submit a request to NCS in writing, you have the right to know whether the Company ordered an investigative consumer report from NCS. You may inspect and order a free copy of the report by contacting National Crime Search, Inc. directly.

California, Maine applicants or employees only: Under state law you have a right to receive a copy of your investigative consumer report and/or consumer credit report, free of charge, if one is requested by Company. By checking "yes" a copy will be provided to you at the address you provide on this Notice. I would like to receive a copy of my consumer report: () Yes () No

CA applicants or employees only

You acknowledge receipt of a copy of the summary of the provisions of California Civil Code section 1786.22 by signing above.

****This information will be used for background screening purposes only and no other purpose.**

Your Background Screening Partner

NCS | 3452 E Joyce Blvd | Fayetteville, AR 72703 | 479-695-2111

nationalcrimesearch.com | support@nationalcrimesearch.com

Para informaci—n en espa#nol, visite www.consumerfinance.gov/learnmore o escribe al Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G. Street N.W. Washington, DC 20552 b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580

(877) 382-4357

TYPE OF BUSINESS:	CONTACT:
1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G. Street N.W. Washington, DC 20552 b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20423

<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20549</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Lank Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>