

State of Missouri  
 Missouri Agricultural and Small Business Development Authority (MASBDA)  
 Missouri Value-Added Loan Guarantee Program  
**APPLICATION FOR LOAN GUARANTEE**

Lender:		Person to Contact:	
Address:			
City:		State:	Zip:
Phone Number (area code):		E-mail address:	
Borrower:		Co-Borrower:	
Address:		Phone Number (area code):	
City:	State:		Zip:
Borrower is:    _____ Individual _____ Partnership _____ Corporation _____ Other (Specify)		Social Security/Tax ID Number:  Borrower:  Co-Borrower:	
Has borrower conducted business under another name during the last five years? If so, indicate names (Show official name without abbreviation. For individuals, partnerships, or joint operators, show name(s) followed by d/b/a and trade name used if any.)			
Location of Project: Address:			County:
City:			Zip:
Estimated jobs to be created:	Estimated jobs to be retained:	Standard Industrial Classification (SIC) code:	
<b>ESTIMATED PURCHASE OR CONSTRUCTION COSTS OF PROJECT BEING FINANCED:</b>			
1. Land .....		\$	
Fixtures .....		\$	
Equipment .....		\$	
Buildings/Facilities .....		\$	
Other (specify)		\$	
2. Amount of loan down payment: (Minimum of 10% of the total project cost)		\$	
3. Loan amount subject to guarantee (maximum loan of \$250,000)		\$	
PURPOSES FOR WHICH GUARANTEED LOAN WILL BE USED:			Loan Purpose Amount:
			\$
			\$
			\$
<b>TOTAL:</b>			\$



**CERTIFICATION OF BORROWER**

By affixing my (our) signature(s) below, the undersigned borrower (s) certifies that he/she has read and understands the guidelines governing the Certificate of Loan Guarantee granted through this program and agrees to all conditions set forth therein. Furthermore, the undersigned borrower certifies that the following statements and all information contained in this application package are true to the best of the borrower’s knowledge:

- 1. I am not (i) a commissioner or employee of the Missouri Agricultural and Small Business Development Authority with a substantial interest in the eligible new generation processing entity, (ii) a member of the Missouri General Assembly with a substantial interest in the eligible new generation processing entity, (iii) a state-wide elected official with a substantial interest in the eligible new generation processing entity, (iv) a director of a state department with a substantial interest in the eligible new generation processing entity, or (v) a spouse or dependent child of any of the above [either of] who has a substantial interest in the eligible new generation processing entity. Substantial interest is defined as ownership by the individual, the individual’s spouse, or the individual’s dependent children, whether singularly or collectively, of ten percent or more of the eligible new generation processing entity.
- 2. I (we) am a permanent resident of the State of Missouri and at least 18 years old or I am a Missouri based business entity.
- 3. This project will be located within the State of Missouri.
- 4. The project being financed is involved in adding value to, marketing, exporting, processing, or manufacturing agricultural products that will benefit the state through job creation or retention, or is a qualifying agribusiness whose primary customer base is producers of agricultural good and products or any business whose function is the support of agricultural production or processing by providing goods and services used for producing or processing agricultural products.
- 5. I (we) will provide a down payment of at least 10% toward the cost of the project being financed.
- 6. I (we) will provide a first deed of trust or lien on the financed property. If not, please explain.
- 7. None of the proceeds of the loan are being used for refinancing or restructuring.
- 8. I (we) agree that the guaranteed loan(s) made under the program may not be assumed by another person(s) without the prior approval of the lender and MASBDA, and then only if the purchaser of the property is an eligible applicant for a MASBDA loan.
- 9. I (we) understand and agree to a participation fee of 1% of the amount borrowed and understand it will be charged and due at closing.
- 10. I (we) understand and agree to a loan guarantee fee of (a) one-half of one percent of the loan at closing and (b) one-half of one percent of the declining principal balance of the loan due each year on the anniversary date of the loan.
- 11. I (we) understand and agree that I (we) must supply the Lender with requested financial information annually or more often if requested by the Lender.
- 12. My (our) project is in compliance with federal, state, and local requirements.
- 13. I (we) hereby authorize the Authority to release information regarding the description of the property to be financed to the extent necessary to comply with legal requirements for processing the loan application.
- 14. As an applicant to a program administered by the Missouri Agricultural and Small Business Development Authority, I (we) understand that the application for a loan authorizes the Authority to obtain financial credit information. (No further notice of subsequent access to this information shall be provided during the term of the loan.

Signature of Borrower:	
Borrower’s Title:	Date:
Signature of Co-Borrower:	
Co-Borrower’s Title	Date:

**CERTIFICATION OF LENDER**

By affixing his/her signature below, the undersigned lender certifies that he/she has read and understands the guidelines governing the Certificate of Loan Guarantee granted through this program and agrees to all conditions set forth therein. Furthermore, the undersigned lender certifies that the following statements and all information contained in this application package are true to the best of the lender’s knowledge:

1. The lender is qualified in the state of Missouri to originate and service loans and is a “Lender” as defined in Chapter 348 RSMo as amended. The lender has not obtained any other guaranty related to the loan.
2. The project being financed is located in Missouri and will be financed by a resident(s) of the state or by a Missouri based business for intended program purposes as outlined in Chapter 348 RSMo.
3. The project being financed is involved in adding value to, marketing, exporting, processing, or manufacturing agricultural products that will benefit the state through job creation or retention, or is a qualifying agribusiness whose primary customer base is producers of agricultural goods and products or any business whose function is the support of agricultural production or processing by providing goods and services used for producing or processing agricultural products.
4. The borrower has (will) provide a down payment of at least 10% toward the cost of the project being financed.
5. Loans to or for the benefit of the borrower(s) guaranteed under the program do not exceed \$250,000.
6. None of the proceeds of the loan are being used for refinancing or restructuring. (Exceptions may be made by the Authority in projects involving expansion). If this is not true, please explain.
7. Loans made under the program will not be assumed by another person(s) without the prior approval of the authority.
8. Loans made under the program will not be assigned by the lender without approval of the authority.
9. Loans made under the program will not be extended beyond the original time established for the loan without prior approval of the authority and the guaranty will not be for a term longer than 10 years.
10. A participation fee of 1% of the loan will be collected from the borrower at the time of closing and submitted to the authority.
11. A loan guarantee fee of (a) one-half of one percent of the loan at closing and (b) one-half of one percent of the declining principal balance of the loan is due each year on the anniversary date of the loan. Acceptance of all fees shall not constitute any waiver by the authority of any negligence or malfeasance on part of the Lender. Closing shall mean the execution date of the Certificate of Loan Guarantee.
12. The lender has submitted with the application requested financial information on the borrower and will submit annually the borrower’s current balance sheet, federal income tax return, profit and loss statement, and statement of cash flows.
13. The lender will apply normal due diligence procedures in the collection of loans guaranteed through the program.
14. The lender will use its regular collection procedures prior to any action being undertaken by the authority.
15. Prior to a loan loss payment being made, the lender shall provide proof of compliance (copy of MOU) with the federal work authorization program (E-verify).

Lending Institution:

Printed Name of Official:

Signature of Official:

Title of Lending Official:

Date:

**Certification of Citizenship/ Immigration Status**

By affixing my (our) signature below, I (we) hereby certify, subject to penalties of perjury, I am the applicant or an authorized representative of the applicant and as such am authorized to make the following affirmation:

I am a United States Citizen or have been granted lawful permanent residence\* of the United States. I understand that I am required by state law to provide proof of my citizenship, residency, and identity in order to apply for any state programs.

_____ Signature	_____ Title	_____ Date
_____ Signature	_____ Title	_____ Date

\*Pursuant to 208.009.3 RSMo, all applicants are required to provide proof of citizenship, identity, and residency at the time of applying for any state administered benefits. You must provide a copy of your valid Missouri driver's license with this application. If you do not have or cannot provide this, please see "Additional Documentation" on page 2 for allowed alternatives.

**Employer Status**

By affixing my (our) signature below, I (we) hereby certify, subject to penalties of perjury, I am the applicant or an authorized representative of the applicant and as such am authorized to make the following affirmation:

(Please select the statement that applies)

\_\_\_\_\_ I DO NOT employ others in an employer- employee relationship.

\_\_\_\_\_ I employ others in an employer- employee relationship. *(If this statement is chosen you must also complete the Affidavit of Authorized Workers.)*

_____ Signature	_____ Title	_____ Date
_____ Signature	_____ Title	_____ Date

## Additional Documentation

If a valid Missouri driver's license is not available for this verification, other items that can be provided are listed below.

Please provide one or more of the following from each of the categories below:

### **Proof of Lawful Presence for U.S. Citizens\***

*One of the following:*

- U.S. Birth Certificate (certified with embossed or raised seal issued by state or local government)
- U.S. Passport (valid)
- Certificate of Citizenship
- Certificate of Naturalization
- Certificate of Birth Abroad

### **Proof of Identity**

Provide Social Security Number, if one has been assigned; or If a Social Security Number has not been assigned, the applicant must present a letter from the Social Security Administration (SSA) regarding the status of the applicant's Social Security Number.

### **Proof of Name Change:**

*One of the following:*

If the name on the document you present for proof of lawful presence does not match your current name, present **one** of the documents below showing your current name.

- U.S. Passport (valid)
- Social Security Card/Medicare Card
- Certified Marriage License
- Certified Divorce Decree
- Certified Court Order
- Certified Adoption Papers or Amended Birth Certificate

### **Proof of Residency (A Post Office Box will not be allowed as a resident address.)**

*One of the following:*

- Utility bill, most recent (phone, water, gas, electric, trash or sewer, etc.)
- Voter registration card, most recent
- Bank statement, most recent
- Government check, most recent
- Pay check, most recent
- Property tax receipt, most recent
- Housing rental contract of current residence
- Mortgage documents of current residence
- An official letter or document from another state or local government agency, not previously listed, which is on the agency's letterhead or contains the official seal of the issuing agency issued within the previous 30 days
- Letter or other documentation issued by the postmaster within the previous 30 days establishing residency
- Other government document that contains the name and address of the applicant issued within the previous 30 days

\*For any other immigrant status, please call MASBDA for more information.

**Affidavit of Authorized Workers**

**BEFORE ME**, the undersigned Notary, \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, known to me to be a credible person and of lawful age, who being by me first duly sworn, on his/her oath, deposes and says:

I certify that I am either the applicant or am an authorized representative of the applicant and as such am authorized to make the statement of affirmation contained herein.

**I (We) hereby certify, subject to penalties of law, that I(we) do not knowingly employ, hire for employment, or continue to employ any unauthorized alien to perform work in the state of Missouri and further certify I have and will continue to comply with federal law (8 U.S.C., 1324a) which requires the examination of an appropriate document or documents to verify that each individual is not an unauthorized alien.**

I further certify that I (the applicant) am enrolled in a federal work authorization program and actively verify the work authorization status of all those hired and currently employed by me, my business, and/or any other business entity which I have hiring or management authority.

I understand that as a condition to participate in this program administered by a political subdivision of the State of Missouri I (the applicant) must provide documentation to certify my enrollment and participation in the federal work authorization program. This documentation includes the Memorandum of Understanding (MOU) established with the USCIS Verification Division when enrolling in E-verify.

I certify that I (the applicant) shall include in any contract it enters with a subcontractor in connection with the activities that qualify the applicant for this program, an affirmative statement from the subcontractor that such subcontractor is not knowingly in violation of Section 285.530.1 RSMo, and shall not be in violation during the length of the contract. In addition the applicant will receive a sworn affidavit from the subcontractor under the penalty of perjury, attesting that the subcontractor's employees are lawfully present in the United States. I certify that the applicant will maintain and provide MASBDA access to documentation demonstrating compliance with this requirement.

I understand that if the applicant is found to have employed an unauthorized alien, the applicant may be subject to penalties pursuant to law, including Sections 135.815, 285.025, and 285.535, RSMo.

Signature	Title	Date
Signature	Title	Date

State of Missouri  
County of \_\_\_\_\_

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

[Notary Seal:]

\_\_\_\_\_  
[signature of Notary]

\_\_\_\_\_  
My commission expires: \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
[typed name of Notary]  
NOTARY PUBLIC