



BRANCH STANDARD OPERATION PROCEDURES

SOURCE

HOW DID YOU HERE OF US	RIGHT START SALES EXECUTIVE
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1. Contact Name:
2. Title:

(If an individual skip to question number six)

3. Full Legal Name of Corporation:	
4. County:	5. State of Incorporation:
6. FEIN Number:	(or) Social Security Number:

7. <input type="checkbox"/> Date of Incorporation <input type="checkbox"/> D.O.B. (Please check one and write appropriate date) _____

8. Address Line 1:		Address Line 2:	
City:	State:	Postal Code:	

9. Home / Office Telephone Number:	10. Fax Number:
Cellular Number:	11. E-mail Address:

(Check Plan Choice Below)

- Plan – A \$995 In-House Loans / \$995. on Brokered or Out-Of-House Loans**
- Plan – B Administrative Fee for three (3) or more employee’s (\$250 per month)**

You must provide at a minimum the initial set-up fee of \$995 with the form for a background check signed.

The above information and materials are required to begin the process for branch approval. If any of the required items are not received we will not be able to move forward with the application and approval of your Branch. **NO EXCEPTIONS!**