

Figure 10-5 Sample Bank Reference Form

Request For Bank Credit Information

Inquirer to complete this section.

Date: _____ To: _____ _____ _____	Re: _____ Company _____ Street Address _____ City/State/Zip _____ Bank Account Number _____
<p><input type="checkbox"/> The above referenced account has applied to us for business credit in the amount of \$_____ and has given your bank as a reference. This is a new account for us with no prior credit experience. We would appreciate it if you would supply the information requested below.</p> <p><input type="checkbox"/> We are in the process of updating our credit files on this customer. Your bank was given as a reference. A summary of our experience includes: Opened: _____ High Credit: _____ Terms: _____ Balance Owing: _____ Payment Experience: _____</p>	
Sincerely, _____ Signature	<p>→ Please return a copy of this completed form to:</p> Name _____ Title _____ Company _____ Street Address _____ City/State/Zip _____ Phone Number _____ Fax Number _____

Bank to complete this section.

CHECKING ACCOUNT:	Opened: _____	Average Balance: _____	
	Returned Items: <input type="checkbox"/> Yes <input type="checkbox"/> No	Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No	
LOANS:	Opened: _____	High Credit: _____	Balance: _____
	Secured By: _____		Unsecured: _____
	Payment History: _____		
	Opened: _____	High Credit: _____	Balance: _____
	Secured By: _____		Unsecured: _____
	Payment History: _____		
Comments:	_____		

Date: _____	_____	_____	_____
	Bank Signature		Title

This form has been approved by the Risk Management Association and the National Association of Credit Management.



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