



## VERMONT ECONOMIC DEVELOPMENT AUTHORITY

Vermont Agricultural Credit Corporation  
Vermont Small Business Loan Program  
Vermont 504 Corporation

Dear VACC loan applicant,

Thank you for choosing VACC for your financing needs. Please complete the following checklist and attached worksheets as you prepare your application for submission. Submitting a complete application will help speed the loan review process and result in a decision on your loan sooner. Once we receive your completed loan application package a loan officer will be in touch to discuss your request and to schedule a time to meet with you, preferably at your place of business.

### Checklist:

- Completed Loan Application form with Release of Credit Information Statement to be signed by all applicants.
- List of Creditors – name, address and account number for everyone whom you owe \$1,000 or more on worksheet.
- Current Financial Statement (Balance Sheet) – all business and personal assets and liabilities on enclosed worksheet or other format such as QuickBooks, Excel, etc.
- Complete copies of most recent 3 years of Federal Income Tax Returns, both business and personal, for loan requests > \$125,000 and 1 year for loan requests ≤ \$125,000.
- Business Plan for new or expanding businesses. Projected typical year income and expenses for existing businesses. Additional information may be requested.
- Year to Date Income and Expenses (current year) for existing businesses.

### For Collateral Purposes:

- Chattel – provide detail on livestock, equipment and/or vehicles being offered as collateral in sections 3A, 3B, J and K of the Financial Statement (Balance Sheet) worksheet enclosed.
- Real estate description, town tax assessment, etc. may be requested later.

### For Business Entities (Partnership, LLC, S-Corp. or C-Corp):

- Copy of Partnership Agreement.
- Copy of Articles of Organization or Incorporation.
- Copy of Operating Agreement or By-Laws.
- Copy of lease(s).

If you have any questions, please contact Ann Miller at (802) 828-0626 or [amiller@veda.org](mailto:amiller@veda.org)

Mail your completed application package to:

**Vermont Agricultural Credit Corporation**  
**58 East State Street, Suite 5**  
**Montpelier, VT 05602-3044**

**VEDA:** TEL (802) 828-5627 • **VACC:** (866) 828-3276  
FAX (802) 828-5474 • 58 EAST STATE STREET, SUITE 5, MONTPELIER, VERMONT 05602-3044

*An Equal Opportunity Provider and Employer*

Vermont Agricultural Credit Corporation - Loan Application  
ORGANIC TRANSITION LOAN PROGRAM

2016-2017

Date Submitted \_\_\_\_\_

1. **Business Name:** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax # \_\_\_\_\_ email address \_\_\_\_\_

Complete Address: \_\_\_\_\_

Route # P.O. Box City State Zip Code Town/County

2. **Form of Ownership:** LLC  Sole Proprietorship  Partnership  Corporation  Cooperative

3. **Applicant Information:**

Name: \_\_\_\_\_

First Middle Last  
Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax # \_\_\_\_\_ email address \_\_\_\_\_

Complete Address: \_\_\_\_\_

Route # P.O. Box City State Zip Code Town/County

4. **Co-Applicant's Information (Spouse of Applicant – Yes  No ):**

Name: \_\_\_\_\_

First Middle Last  
Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax # \_\_\_\_\_ email address \_\_\_\_\_

Complete Address: \_\_\_\_\_

Route # P.O. Box City State Zip Code Town/County

5. **Are you farming now?** Yes  No

6. **Describe your experience as a farm operator:** \_\_\_\_\_

7. **If the operation is organized as a partnership or corporation, please list all the Partners or Directors or Officers.**

8. **If you own your farm:** Date acquired: \_\_\_\_\_ Acquired from: \_\_\_\_\_  
How? Inherited / Purchased

9. Have you, the entity, or any member of the entity ever been in receivership, been discharged in bankruptcy, or filed a petition for bankruptcy? Yes  No  (if yes, provide details) \_\_\_\_\_

**10. List the terms of all land rental agreements:**

	Number of Acres	Is the lease oral or written	For how many years	Annual Cost
Parcel 1				\$
Parcel 2				\$
Parcel 3				\$
Parcel 4				\$

**11. Describe your off farm employment:**

	Name/Address of Employer	Number of Years	Kind of Work	Income Last Year
Applicant:				
Co-Applicant:				

**12. What is the size loan you are requesting?**

**\$ \_\_\_\_\_ Describe below how the funds will be used:**

Refinancing Existing Debt		Current Principal Balance	Interest Rate	Monthly Payment
Lender	Purpose		%	
			%	
			%	
			%	
			%	
			%	
Total Debt to be Refinanced		\$		

New Purchases	Vendor/Supplier	Purpose	Cost
			\$
			\$
			\$
			\$
Total New Purchases			\$
<b>TOTAL VACC LOAN REQUEST</b>			<b>\$</b>

**13. I agree to consult with NOFA, who will provide 2-4 consultations regarding organic-specific technical assistance during the first two years of the Organic Transition Loan term.**

**14. Describe the collateral you intend to use as security for the loan.**

**15. Employment Information Including Farm Owner/Operators and Family Members**

Full Time: # \_\_\_\_\_  
 Part Time: # \_\_\_\_\_  
 Seasonal: # \_\_\_\_\_

**PLEASE MAIL TO: VACC, 58 East State Street, Suite 5, Montpelier, VT 05602-3044**

- INCLUDE:**
- Completed Financial Statement
  - Income and Expense Form or equivalent
  - Most recent Federal tax return
  - Contract with organic milk buyer or notice of their intent to sign contract

## Release of Credit Information Statement

I or We hereby authorize you to release to the Vermont Agricultural Credit Corporation any and all information regarding my credit status, payoff balances, current milk assignment deduction, and/or copies of credit and financial information. I authorize VACC to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in any documents submitted to VACC are true and accurate as of the stated date(s). These statements are made for the purpose of obtaining a loan and/or a loan guarantee.

**Public Disclosure:** VEDA is an instrumentality of the State of Vermont and is subject to Vermont's Public Records Law (see Vermont Statutes, Title I, Chapter 5 §§ 315-320). All written or electronic information generated or received by VEDA is subject to the confidentiality and public disclosure provisions of the Vermont Public Records Law. Under the law, business plans and financial information submitted by applicants are generally considered confidential and are not subject to disclosure.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Spouse/Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# Vermont Agricultural Credit Corporation

Date Submitted \_\_\_\_\_

APPLICANT: \_\_\_\_\_ CO-APPLICANT: \_\_\_\_\_

## CREDITORS (list everyone to whom you owe \$1,000 or more)

1. Creditor \_\_\_\_\_ Account # \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2. Creditor \_\_\_\_\_ Account # \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Creditor \_\_\_\_\_ Account # \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Creditor \_\_\_\_\_ Account # \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5. Creditor \_\_\_\_\_ Account # \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

6. Creditor \_\_\_\_\_ Account # \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

7. Creditor \_\_\_\_\_ Account # \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

# Balance Sheet

A. Name	B. Tax ID Number
C. Address (Include City, State/Prov, Zip/PC)	D. Contact Phone No. (Including area code)

E. Date(MM-DD-YYYY) \_\_\_\_\_

## A - CURRENT ASSETS

## B - CURRENT LIABILITIES

1A. Cash and Equivalents					\$ Value	2A. Accounts Payable					\$ Amount
1B. Marketable Bonds and Securities											
1C. Accounts Receivable						2B. Income Taxes Payable					
1D. Crop Inventory		1E. Measure	1F. # Units	1G. \$/Unit	\$ Value						
						<b>Notes Payable Due Within 12 Months</b>					
						2D. Creditor			2E. Purpose		
						2F. Interest Rate	2G. Accrued Interest	2H. Payment Amount	2I. Next Payment Date	2J. Principal Balance	
						(1)					
1H. Growing Crops			1I. # Acres	1J. Cost/ Acre	\$ Value						
						(2)					
						(3)					
						(4)					
1K. Market Livestock - Poultry		1L. # Head	1M. Weight	1N. \$/Unit	\$ Value						
						(4)					
						2K. Accrued Interest On:					\$ Amount
						(1) Current Liabilities					
						(2) Intermediate Liabilities					
						(3) Long Term Liabilities					
1O. Livestock Products		1P. Measure	1Q. # Units	1R. \$/Unit	\$ Value	2L. Current Portion of Principal Due On:					
						(1) Intermediate Liabilities					
						(2) Long Term Liabilities					
1S. Prepaid Expenses and Supplies						2M. Other Current Liabilities					
1T. Other Current Assets											
1U. TOTAL CURRENT ASSETS (Items 1A through 1T)						2N. TOTAL CURRENT LIABILITIES (Items 2A through 2M)					

C - INTERMEDIATE ASSETS	E - INTERMEDIATE LIABILITIES
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3A. Machinery & Equipment / Farm Vehicles (Entered On Page 4)					5A. Creditor			5B. Purpose	
3B. Breeding Stock	3C. Raised/Purch	3D. # Head	3E. \$/Head	\$ Value	5C. Interest Rate	5D. Accrued Interest	5E. Payment Amount	5F. Next Payment Date (MM-DD-YYYY)	5G. Principal Balance
					(1)				
					(2)				
					(3)				
3F. Notes Receivable					(4)				
					(5)				
3G. Not Readily Marketable Bonds and Securities					(6)				
3H. Other Intermediate Assets					(7)				
3I. TOTAL INTERMEDIATE ASSETS (Items 3A through 3H)					5H. TOTAL INTERMEDIATE LIABILITIES (Item 5G (1 through 7))				

D- LONG TERM ASSETS	F - LONG TERM LIABILITIES
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4A. Building and Improvements					\$ Value	6A. Creditor			6B. Purpose	
						6C. Interest Rate	6D. Accrued Interest	6E. Payment Amount	6F. Next Payment Date	6G. Principal Balance
						(1)				
						(2)				
4B. Real Estate-Land	4C. Total Acres	4D. Crop Acres	4E. %Owned	4F. \$/Acre						
						(3)				
						(4)				
						(5)				
						(6)				
4G. Other Long Term Assets					\$ Value	(7)				
4H. TOTAL LONG TERM ASSETS (Items 4A through 4G)						6H. TOTAL LONG TERM LIABILITIES (Item 6GA (1 through 7))				
4I. TOTAL FARM ASSETS (From Items 1U, 3I and 4H)						6I. TOTAL FARM LIABILITIES (From Items 2N, 5H, and 6H)				
4J. TOTAL FARM EQUITY (Item 4I minus Item 6I)						6J. TOTAL FARM EQUITY (Item 4I minus Item 6I)				

G - PERSONAL ASSETS	H - PERSONAL LIABILITIES
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	\$ Value	8A. Creditor			8B. Purpose	
		8C. Interest Rate	8D. Accrued Interest	8E. Payment Amount	8F. Next Payment Date	8G. Principal Balance
7A. Cash and Equivalents						
7B. Stocks, Bonds		(1)				
7C. Cash Value Life Insurance						
7D. Other Current Assets		(2)				
7E. Household Goods						
7F. Car, Recreational Vehicle, Etc.		(3)				
7G. Other Intermediate Assets						
7H. Retirement Accounts		(4)				
7I. NonFarm Business						
7J. NonFarm Real Estate		8H. Other Liabilities				
7K. Other Long Term Assets						
<b>7L. TOTAL PERSONAL ASSETS (Items 7A through 7K)</b>		<b>8I. TOTAL PERSONAL LIABILITIES</b>				
<b>7M. TOTAL ASSETS (Item 4I and Item 7L)</b>		<b>8J. TOTAL LIABILITIES (Item 6I and Item 8I)</b>				
		<b>8K. TOTAL EQUITY (Item 7M minus Item 8J)</b>				

I - WARNING
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9A. SIGNATURE	9B. DATE
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10. I/We hereby authorize you to release to the Vermont Agricultural Credit Corporation (VACC) any and all information regarding my credit status, payoff balances and/or copies of credit and financial information. I/We authorize VACC to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I/We certify the above and the statements contained in any documents submitted to VAC are true and accurate as of the stated (date(s)). These statements are made for the purpose of obtaining a loan and/or a loan guarantee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**VERMONT AGRICULTURAL CREDIT CORPORATION -ORGANIC TRANSITION PROGRAM  
INCOME AND EXPENSES**

<b>Name:</b>		
<b>Year:</b>	<b>Transition year</b>	<b>Ore:anic</b>
Number of cows		
Pounds of milk shipped		
Milk price		
<b>Income</b>		
Milk (gross including premiums, etc.)		
Transition payments from organic buyer		
Crop sales		
Calves		
Beef		
Government payments		
Co-op payments		
Other farm		
Non-Farm		
<b>TOTAL</b>		
<b>Ex enses</b>		
Labor		
Repairs and maintenance		
Rent (land and buildings)		
Feed		
Crop needs (fertilizer, seeds, chemicals)		
Custom hire		
Feed		
Livestock expenses (vet., medicine, breeding)		
Fuel and oil		
Real estate taxes		
Insurance		
Utilities		
Freight and trucking (hauling)		
Marketing (dues and promotion)		
Leases		
Interest		
Capital purchases (purchased with cash)		
Supplies		
Misc.		
<b>TOTAL</b>		
<b>Cash Income - Expenses</b>		
<b>Estimated Family Living</b>		