

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: Yes No Satisfactory: Yes 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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