

Loan Application Tips

Use these important tips and instructions to help you avoid delays and ensure the loan application and supporting documents contain all required information for fast adjudication and funding.

Application form

All fields on the loan application must be accurately completed for both the borrower and co-borrower (if applicable). **Errors or blank fields will lead to delays.** Fields that are commonly missed or filled out incorrectly:

Phone number

- Include both work and home phone number.
- Work and home phone number cannot be the same unless the borrower is self-employed.

Home address

- In the "Since" field, remember to enter the year the borrower began living at their current address.

Previous address

- Required if they have been living at their current address for two years or less.

Two pieces of identification

- Include details of **two** pieces of **valid** identification. Indicate the expiry dates and the institution/province it was issued by (e.g. Ontario, Government of Canada, etc.).
Refer to the Personal identification requirements checklist on page 12 of the B2B Bank Investment Loan Application or page 9 of the B2B Bank RSP Loan Application.
- Incorporate **one** piece of **valid** photo ID as one of your identification pieces.
- For investment loans only, if a new pledged account is being created on behalf of the borrower, the Social Insurance Number (SIN) is required.

Employer and business street address

- Indicate the full address of the borrower's employer, including the postal code.
- If the length of service is less than two years, previous employer information is also required.

Occupation and position

- Be as specific as possible and complete both fields. Ensure the nature of employment is clearly identified. For example, enter "Electrician" or "Carpenter" instead of "Construction"; "Accountant CGA" or "Accountant CPA" instead of "Accountant".

Demand note

- Be sure to include the loan amount both in words (e.g. ten thousand) and in dollars (e.g. \$10,000) and:
- For investment loans, the applicable rate percentage above or below the current Prime Rate and the current Prime Rate. Rates are listed on [b2bbank.com/rates](https://www.b2bbank.com/rates).
- For RSP loans, the applicable rate percentage for Option A or Option B and the current Prime Rate. Rates are listed on [b2bbank.com/rates](https://www.b2bbank.com/rates).

Borrower's Signature

- Have the borrower(s) sign and date the application and initial their communication choice.

Advisor Acknowledgement

- When applying for your own B2B Bank loan, do not sign this section. Only another licensed advisor can sign your application in this section.
- The Advisor must include their Dealer # and Advisor #.

Supporting documentation

Once the application is complete, it is important to ensure all supporting documents are submitted in good order.

Refer to the Loan documentation requirements checklist on page 12 of the B2B Bank Investment Loan Application or page 9 of the B2B Bank RSP Loan Application.

Here are a few more tips to avoid delays:

Void cheque or a pre-authorized debit slip

- Ensure the void cheque is from a personal bank account and imprinted with the borrower's name. Cheques from a line of credit, business account or credit card account are **not** accepted.
- A pre-authorized debit slip from the borrower's financial institution may be submitted when a void cheque, imprinted with the borrower's name, is not available. Please ensure that it is stamped with a Bank Teller stamp dated within 3 months of the loan application date.
- In the case of joint bank accounts, the joint account holder must also sign the authorization section.

Letter of Privilege

Applicable to investment loans in the Select Loan Program or Distribution Alliance Program (DAP) for mutual fund investments only.

- Indicate the applicable program rate (Select or DAP) above or below the Prime Rate, and the B2B Bank standard rate – both are required.

Proof of income

- Please include a recent paystub, notice of assessment or financial statements, depending on the type of income (salaried, self-employed or commissioned) as required. The borrower's name must be imprinted on the documentation. Bank statements and T1 General Returns are not accepted as proof of income.

Proof of Assets

- Please include bank statements dated within 30 days, investment statements dated within the last 6 months and Realty Tax Assessment (RTA) within the last year, as required. The borrower's name must be imprinted on the documentation for it to be accepted.

Pledge letter

Required for investment loans only if paying out another financial institution or pledging collateral on 3 For 1, 2 For 1 or 1 For 1 Loans.

- Clearly indicate the fund company, fund codes and desired amount to be pledged as collateral.

Mailing the documentation

Review the instructions below to help you with the last step of the application process. Make sure the application's EASE number is clearly indicated on all pages of the documentation.

Mail originals

- All documentation, with original signatures, must be received by B2B Bank at:
B2B Bank, Investment Lending, 199 Bay Street, Suite 600, PO Box 279 STN Commerce Court, Toronto ON M5L 0A2

Mail all pages of the application form

- Send **all** pages of the loan application form, including the Terms and Conditions section.
- Ensure you use all pages from the same application. This includes copies of the Terms and Conditions section, as these pages may indicate the incorrect EASE number.
- Missing pages sent in after the initial mailing and/or changes made to any of the application's sections may require initials by both the advisor, borrower and/or co-borrower (if applicable).
- We will contact you directly by phone or fax to inform you of outstanding/missing information.

For step-by-step instructions on how to complete B2B Bank application forms, refer to our sample applications located at b2bbank.com. Should you have any additional questions, please call one of our Client Services Representatives at **1.800.263.8349**.

B2B Bank does not provide investment advice to individuals or advisors and does not endorse nor promote any investment products. The dealer and advisor, not B2B Bank, are responsible for determining the suitability of investments for their clients and for informing them of the risks associated with borrowing to invest. B2B Bank acts solely in the capacity of lender and loan account administrator. Any loan approval from B2B Bank should not be construed as an endorsement of any investment choice, program or strategy. All loans are subject to credit approval and borrowed monies are due and payable regardless of the performance of the investments purchased. B2B Bank reserves the right to request additional information or documentation at its sole discretion. ©B2B BANK is a registered trademark of B2B Bank.

For advisor information only