

# Application Documentation Guidelines

*The following guidelines will help you assist customers:*

- *apply for financing/new account*
- *increase their credit limit on an existing account*

<b><i>Credit Requests up to \$125,000</i></b>	
<b><u>Task</u></b>	<b><u>Action</u></b>
<ul style="list-style-type: none"><li>• Apply for financing/new account</li></ul>	<ul style="list-style-type: none"><li>• Complete the full QuickLink Credit application</li></ul>
<ul style="list-style-type: none"><li>• Increase credit limit on an existing account</li></ul>	<ul style="list-style-type: none"><li>• Contact Rabo AgriFinance Customer Service at 888-395-8505</li></ul>

<b><i>Credit Requests between \$125,000 - \$250,000</i></b>	
<b><u>Task</u></b>	<b><u>Action</u></b>
<ul style="list-style-type: none"><li>• Apply for financing/new account</li></ul>	<ul style="list-style-type: none"><li>• Complete the full QuickLink Credit application</li><li>• Attach a copy of most recent Schedule F from federal tax return</li><li>• If account will be in the name of an entity - Attach a copy of the formation documents (Articles of Incorporation or Partnership Agreement)</li></ul>
<ul style="list-style-type: none"><li>• Increase credit limit on an existing account</li><li>• Renewals – updated information needs to be submitted annually</li></ul>	<ul style="list-style-type: none"><li>• Contact Rabo AgriFinance Customer Service at 888-395-8505</li><li>• Submit updated balance sheet</li><li>• Submit a copy of most recent Schedule F from federal tax return</li></ul>

<b><i>Credit Requests over \$250,000</i></b>	
<b><u>Task</u></b>	<b><u>Action</u></b>
<ul style="list-style-type: none"><li>• Apply for financing/new account</li></ul>	<ul style="list-style-type: none"><li>• Complete the full QuickLink Credit application</li><li>• Attach a copy of two years of financial statements and tax returns</li><li>• If account will be in the name of an entity - Attach a copy of the formation documents (Articles of Incorporation or Partnership Agreement)</li></ul>
<ul style="list-style-type: none"><li>• Increase credit limit on an existing account</li><li>• Renewals – updated information needs to be submitted annually</li></ul>	<ul style="list-style-type: none"><li>• Contact Rabo AgriFinance Customer Service at 888-395-8505</li><li>• Submit updated financial statement and tax return</li></ul>

*\*Rabo AgriFinance reserves the right to request additional information as needed.*