

Application/Underwriting/Approval/Funding Procedures

1. Complete the application form [www.ucfunding.com/application]. Please note that there is never any cost to apply for our professional services.
2. When a completed/signed application has been received, we will email you an Expression of Interest Letter with the following information:
 - a. Factoring fees
 - b. Credit limits for each client(s)

In the event that we are not interested in serving you, we will let you know as soon as we complete our initial due diligence [usually one business day].

3. After evaluating the Expression of Interest Letter, return the signed page 2 of the letter indicating your acceptance, along with the following information via email:
 - a. Accounts Receivables, Accounts Payable Reports, Balance Sheet, Income Statement, Articles of Incorporation
 - b. 941 Tax Compliance, latest Federal Tax Return
 - c. Few sample invoices with back up (customer purchase orders, contracts, Proof of delivery documents)
 - d. Driver's License
 - e. Other information, based on your unique situation/industry
4. After we receive the signed Expression of Interest Letter, we will email to you the following documents;
 - a. Factoring and Security Agreement. This is a one-time master contract signed by you and United Capital Funding.
 - b. New Client Information. This comprehensive handbook presents important Policies and Procedures, Disclosure Notice, Contact Reference Guide, Holiday Schedule, New Client Request form, and our standard Notification Letter. The Notification Letter ensures payments from your clients are collected as quickly as possible at our lockbox facility.

Please note that our ability to accommodate your financing needs and expedite funding will require us to file a UCC Filing Statement. In the event that your AR is pledged to another lender, we will need to resolve this issue successfully before funding.



5. At this point, you will be introduced to underwriting and receive a call from one of our underwriters for an interview that will assist us in learning more about your business model. This call will not happen until we have the above mentioned business information. If you have questions about the requested information, please give us a call. Upon completion of due diligence and underwriting, UCF will review your files and make a final decision as to providing factoring services to your company.
6. Once we receive a signed and notarized Factoring and Security Agreement, the following documents will be requested by Underwriting when you've been approved for factoring:
 - a. Signed Schedule of Accounts listing invoice(s) sent for funding (page 16 of the agreement),
 - b. Copy of invoice(s) intended for factoring,
 - c. Proof of delivery and/or Bill of Lading,
 - d. Purchase Order (if applicable) or customer contact,
 - e. And additional backup if necessary.
7. After the completion of our final underwriting, due diligence, UCC filing, and verification of your invoices with your client, we will purchase your invoices and electronically fund your account. We advance 80 percent of the full invoice value, less the initial and wire/ACH fee, to your bank account. From this point forward, you are able to track all account activity using our online, secure 24/7 account management system, CADENCE.
8. Each client relationship at United Capital Funding is assigned a designated Account Executive. This person will be your primary point of contact moving forward.
9. Once United Capital Funding receives payment from your client at our lockbox facility; we will return the invoice balance [called the reserve] minus our professional fees. Our fee structure is duration based; so you pay for the capital advanced only for the period from funding [not necessarily invoice date] to collection at our lockbox facility.

If you have any questions regarding our procedure or services, please email info@ucfunding.com or contact one of our offices.

UNITED CAPITAL FUNDING | PAGE 2 OF 2

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