

# Request for Approval Business Loan Expense

Name	Member I.D.	Case Org.
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Name of business

Business loans must be for the purpose of operating the business, must be in writing and must include a repayment plan. You must submit verification to the local Ontario Works or ODSP office for approval to exempt the business loan as income/asset. Do not claim on the Business Income and Expenses Report any expenses paid by the business loan. Instead, claim the loan repayment on the Report.

Amount of loan	Date received (yyyy/mm/dd)	Name of lender
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Address of lender (Unit/Apt./Suite no., Street no., Street name, PR, Lot, Concession)

City/Town	Province	Postal code	Telephone ( )
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Collateral for loan	Monthly repayment amount	Total paid to date	Final payment due (yyyy/mm/dd)
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Items purchased with loan	Costs of item(s)
1.	
2.	
3.	

Describe how item(s) will increase your business income

I declare the information given here to be accurate and complete.

Signature of recipient/participant \_\_\_\_\_

Date \_\_\_\_\_  
(yyyy/mm/dd)

**Notice with Respect to the Collection of Personal Information**  
(Freedom of Information and Protection of Privacy Act)  
(Municipal Freedom of Information and Protection of Privacy Act)

This information is collected under the legal authority of the *Ontario Disability Support Program Act*, 1997, sections 5, 10, 45 & 46 or the *Ontario Works Act*, 1997, sections 7, 8, 15, 57 & 58 for the purpose of administering Government of Ontario social assistance programs. For more information contact

at ( )

In your local Ontario Works or ODSP Office.

## Office Use Only

Request to expense business loan ☐ Approved ☐ Not approved

Date \_\_\_\_\_  
(yyyy/mm/dd)

Enter month you expect business loan expense to be completed.