



# SBA Procedural Notice

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**TO:** All SBA Employees and SBA Microloan Program Intermediary Lenders

**CONTROL NO.:** 5000-820756

**SUBJECT:** Extension of Temporary Procedures for Closing SBA Loans to Microloan Intermediaries

**EFFECTIVE:** September 29, 2021

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The purpose of this Notice is to further extend the guidance to SBA employees and Microloan Program Intermediary Lenders (Intermediaries) set forth in SBA Procedural Notice 5000-809222, "Extension of Temporary Procedures for Closing SBA Loans to Microloan Intermediaries," effective April 30, 2021. The guidance in SBA Procedural Notice 5000-809222 is being extended retroactive to August 1, 2021, and through February 1, 2022, due to the continued uncertainty of the ongoing Coronavirus Disease 2019 (COVID-19) pandemic.

Effective August 1, 2021, and until February 1, 2022, SBA is allowing Microloan Program Intermediaries to submit scanned copies of signed closing documents to District Counsels in order to close SBA loans. Intermediaries must also submit a copy of the driver's license (front and back), or other valid form of identification, of the person(s) executing the Loan Authorization and Agreement, Note, and Security Agreement. District Counsels will email the closing package, including all scanned closing documents required in Paragraph 3.C.6. of SOP 52 00 B, to the assigned SBA analyst. All other closing requirements remain unchanged.

Intermediaries must submit the following closing documents, with original signatures, to SBA by March 31, 2022:

- Loan Authorization and Agreement
- Note
- Security Agreement
- Deposit Account Control Agreement
- Resolution of the Intermediary's Board of Directors

Where necessary, documents may be executed in counterparts. All documents should bear the date of original execution and must match the scanned documents submitted to close the loan. Original signed closing documents must be sent via overnight courier to:

U.S. Small Business Administration  
Daniel Upham, Chief Microenterprise Development  
Division 409 3<sup>rd</sup> Street, S.W. 8<sup>th</sup> Floor  
Washington, DC 20416

**Questions**

Questions on this Notice may be directed to Daniel Upham, Chief, Microenterprise Development Division, Office of Financial Assistance via email at [Daniel.Upham@sba.gov](mailto:Daniel.Upham@sba.gov).

Dianna L. Seaborn  
Director  
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