



SBA Express Loan Origination Information for North Dakota Lenders

Origination Forms:

- [Lender's Application for Guaranty \(SBA Form 1920\)](#) – this form is completed by the lender.
- [Borrower Information Form \(SBA Form 1919\)](#)
 - This form is completed at minimum by each 20% or more owner of the company and kept in the lender's file after review for any adverse information.
 - If there is adverse information, please contact Al Haut in the District Office at 701.239.5049.
- Tax Transcripts/Verification of Financial Information. For purposes of financial information verification, lenders may use either of two IRS forms:
 - [4506-C, IVES Request for Transcript of Tax Return](#) or
 - [IRS Form 8821, Tax Information Authorization](#)
 - Keep a copy in your file and comment on verification results in your lender memorandum.
- For SBA Express loans, review [SOP 50 10 6](#) Part 2, Section A and Section B, Chapters 2 and 5
- Lenders are responsible for consulting the System for Award Management's Exclusions (www.sam.gov) to determine if small business applicant, etc., are suspended, debarred, revoked or otherwise excluded by SBA or another federal agency and not permitted to conduct business with SBA. Per [SOP 50 10 6](#) Part 2, Section A, Chapter 5: Ethics, Fees, and Agents – page 170-171
- [Loan Authorization](#) - this document details the Lender's commitment to the borrower and SBA's guaranty commitment to the lender. It is completed and signed by the lender on behalf of SBA.
 - Be sure to add a statement that the Annual Service Fee (SBA On-Going Guaranty Fee) will be 0.00% for loans up to \$350,000 and 0.49% (49 basis points) for loans of \$350,001 to \$500,000 of the guaranteed portion of the outstanding balance.
 - Lenders must upload the completed Loan Authorization and any modifications into the Capital Access Financial System (CAFS) within 15 days of disbursement per SOP 50 10 6 Part 2, Section B, Chapter 5: Authorization through Disbursement – page 449 – effective 10/1/2020.
- The SBA Express Program is an SBA delegated lender program, and delegated lenders are responsible for checking the [Credit Alert Verification Reporting System \(CAIVRS\)](#) to determine if any of the

borrowers have outstanding Delinquent Federal Debt or Prior Loss to the Federal Government. Keep the documentation in your loan file.

- All lenders must inform the Applicant that if the small business defaults on the SBA-guaranteed loan and SBA suffers a loss, the names of the small business and the guarantors of the SBA-guaranteed loan will be referred for listing in the CAIVRS database, which may affect their eligibility for future financial assistance.

Application Submission:

- All SBA Express applications must be submitted to SBA via the [Capital Access Financial System \(CAFS\)](#).

SBA Veteran's Advantage

- SBA waives upfront guaranty fees on SBA Express loans to applicants owned and controlled (51 percent or more) by one of the following groups:
 - Veterans;
 - Active duty military participating in the military's Transition Assistance Program;
 - Reservist or National Guard member;
 - Current spouse of any of the above; or
 - The widowed spouse of a service member or veteran who died during service or of a service-connected disability.

Modification Checklist:

- [7\(a\) Loan Post Approval Action Checklist \(SBA Form 2237\)](#)

If you have questions, please contact:

- North Dakota District Office – Al Haut at 701.239.5049 or alan.haut@sba.gov
- SBA Loan Guaranty Processing Center at 877.475.2435 or 7aquestions@sba.gov

