

**U.S. Small Business Administration**  
Office of Investment and Innovation



## INSTRUCTIONS FOR THE COMPLETION OF DEBIT AUTHORIZATIONS

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SBA has determined that it is in the best interest of the SBICs and the SBA, as guarantor of the Debentures, that The Bank of New York Mellon, New York, NY, ("BNY Mellon") collect all payments due on pooled Debentures through its collection office by Automated Clearinghouse (ACH) debit.

Each SBIC issuing a guaranteed Debenture that is pooled must have the correct amount due on deposit in its designated account on each scheduled payment date. Collection through an ACH debit is an efficient, easy, and reliable method of collection. BNY Mellon initiates a debit from the SBIC's designated account on the scheduled payment date for the aggregate total interest and annual charge payment amount due. The amount deposited in this designated account must be no less than the aggregate total amount of interest and annual charge due as indicated on the respective Amortization Schedule(s) of the SBIC's pooled Debenture(s). SBA provides SBICs with an amortization schedule for each pooled Debenture after the closing date of the sale.

In general, BNY Mellon does not process wire transfers of funds or checks for payments on pooled Debentures and will return such payments to the SBIC's bank. Such return may result in a technical default. Prepayments of a guaranteed Debenture before the scheduled maturity date can only be made in accordance with the instructions on the Debenture and any additional instructions provided by SBA.

The attached Debit Authorization must be properly completed and signed as indicated. The ACH routing code of the SBIC's designated bank (its ABA number) must be included.

## **DEBIT AUTHORIZATION**

The undersigned (corporation/partnership/LLC) (the "SBIC") authorizes The Bank of New York Mellon, New York, NY, to initiate Automated Clearinghouse ("ACH") debits from time to time against the account listed below for payments due from time to time pursuant to any Debentures issued by the SBIC and pooled and guaranteed by the Small Business Administration, and authorizes the bank named below (the "Bank") to make those debits against such account.

This authority will remain effective until the SBIC (1) notifies the SBA by email to [SBICFunding@sba.gov](mailto:SBICFunding@sba.gov) that such authority is terminated and (2) submits a new Debit Authorization form by email to SBA at [SBICFunding@sba.gov](mailto:SBICFunding@sba.gov) designating another account to be debited. The new form must be emailed to SBA at least 15 days before the next payment date.

The SBIC's authorized official signing this Debit Authorization below hereby certifies that the execution and delivery of this instrument has been duly authorized by all necessary corporate or partnership action.

This authority automatically expires after all the SBIC's guaranteed pooled Debentures are paid-in-full.

\_\_\_\_\_ SBIC License #: \_\_\_\_\_  
(Name of SBIC)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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### **SBIC Designated Account for ACH Debit Collection:**

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Bank Account Name: \_\_\_\_\_

Bank's ACH Routing Code: \_\_\_\_\_ (its ABA No.)

Account Number: \_\_\_\_\_