



# SBA Procedural Notice

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**TO:** All Employees

**CONTROL NO.:** 5000-1304

**SUBJECT:** Improved LGPC Submission Process **EFFECTIVE:** January 23, 2014

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To improve customer service and reduce processing times, the 7(a) Loan Guaranty Processing Center (LGPC) is further refining the loan guaranty submission process. The refined process is designed to assist lenders in preparing complete, well-organized loan origination packages for electronic submission to the LGPC.

On May 18, 2012, SBA issued Procedural Notice 5000-1238, entitled 7(a) Loan Origination 10-Tab Submission Tool, announcing the development of the 10-Tab format for 7(a) origination applications submitted to the LGPC. In that notice, lenders were advised that SBA would identify a specific date when lenders would be required to submit all loan origination packages to the LGPC using the 10-Tab format.

**At this time, SBA is announcing that lenders will be required to submit applications to the LGPC using the 10-Tab format for all loan guaranty requests beginning March 1, 2014. After March 1, 2014, applications that are not submitted using the 10-Tab format, or are otherwise incomplete, will not be accepted for processing.** Instead, the LGPC will refer lenders that submit unacceptable packages to their local SBA District office for assistance in preparing the loan origination package in the 10-Tab format for resubmission.

All forms and instruction for use of the 10-Tab format are located on SBA's web site at: <http://www.sba.gov/content/7a-submission-tools>. This web page contains links to the following:

- a. The 10-Tab Submission PDF files, with instructions.
- b. The LGPC Submission Checklist, to be used in conjunction with the 10-Tab submission PDF files, to help ensure each application is complete.
- c. A short PowerPoint presentation with step-by-step instructions on how to put the application and all supporting documents into the 10-Tab PDF format.
- d. A narrated tutorial video, with transcript, demonstrating how to assemble the application and supporting documents into the 10-Tab Submission PDF(s) and submit it to the LGPC.

District office staff is available to provide training to lenders either in person or through AT&T Connect Teleconferences. Please contact your local district office to request training.

Questions on this Notice should be directed to the LGPC at (877) 475-2435 or the lender relations specialist in the local district office. The local district office may be found at [www.sba.gov/localresources](http://www.sba.gov/localresources).

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John A. Miller  
Director, Office of Financial Program Operations and Office of Portfolio Management

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**EXPIRES: 01/01/15**

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SBA Form 1353.3 (4-93) MS Word Edition; previous editions obsolete  
Must be accompanied by SBA Form 58