

7(a) LGPC

Submission Instructions

All Small Loan applications must be submitted to SBA through e-Tran. All other non-delegated 7(a) loan applications may be submitted directly to the LGPC; but we strongly encourage you to submit them through e-Tran, and applications submitted through e-Tran are given processing priority.

When submitting your application to the LGPC through e-Tran, we suggest you upload all supplemental forms and supporting documents to e-Tran, along with your application (SBA Forms 1919 & 1920). This eliminates the LGPC having to match up the application data you entered in e-Tran with documents submitted separately to the LGPC and avoids potential issues that can result.

If you are unable to upload your loan documents to e-Tran with your application, or need to send them separately for any other reason (e.g. you have combined them into a .zip file), you can submit them directly to the LGPC, as described below.

LGPC 7(a) Loan Submission Steps

- Complete the SBA loan application and any required supplemental forms.*
- Gather your application, supplemental forms, and all supporting documents. (Note: Use the *7(a) Loan Guaranty Submission Checklist* or *Small Loan Guaranty Submission Checklist*, as applicable, to help ensure you have included all required forms and supporting documentation.) The Submission Checklists. SBA forms can be found at <http://www.sba.gov/for-lenders>.
- Prepare your application forms and documents for submission following the instructions in the *LGPC – Standard 7(a) Document Preparation Instructions* or the *LGPC - Small Loan Document Preparation Instructions*, as applicable.
- Upload all documents to e-Tran.
- If you are unable to upload your documents to e-Tran for any reason, submit them to us via the SendThisFile web site shown below.** This site may also be used for submitting trailing documents.
- Retain a copy of the completed file, including all forms and documents submitted to SBA.

* Note: Please ensure all SBA forms are completed in their entirety, signed, and dated.

** Important: When submitting your application via e-Tran, and sending your documents to the LGPC through SendThisFile or e-mail, **please note the e-Tran application number on your cover sheet.**

Submission Methods:

<u>e-Tran</u> *Preferred Method*	<u>Electronic File Transfer (FTP)</u> *No file size limitation*	<u>e-mail</u> * Not Recommended *
Upload your application and documents via the upload link on the e-Tran web site.	Go to http://www.sba.gov/content/send-file and click the “Send a file” link for “Standard 7(a) Loan Guaranty Processing center (LGPC) – CA or KY”	Cannot be used if attachments exceed 10MB. 7aloanprogram@sba.gov

Upon receipt of your application, we will e-mail you a confirmation along with an SBA control number.

If you have any questions regarding these instructions or this process, please contact your local office or call us at (877) 475-2435, or email us at 7aquestions@sba.gov.