

Alternative LGPC 10-Tab Preparation Instructions

The LGPC 10-Tab pdf is the template into which all documents for each loan are assembled by LGPC support staff prior to assignment to a Loan Specialist. They were developed so documents will always be consistently organized behind pre-determined tabs with bookmarks and thumbnails, where they can be quickly found.

As an alternative to submitting each document as a separate pdf (and leaving the creation of the 10-Tab pdf to SBA) you may submit all of your documents as a single 10-Tab pdf. The steps for assembling your documents into the 10-Tab are provided below.

1. Download the 10-tab pdf template.
2. Create a pdf of each document to be submitted to the LGPC.
 - If you have an electronic copy of a document in another format (e.g. tiff), print it as a pdf file.
 - If you have only a hard copy, scan and save it as a pdf.
 - To minimize file size of scanned documents:
 - ✓ scan documents at 300 to 600 dpi
 - ✓ do not unnecessarily scan documents in color
 - ✓ turn off OCR when scanning
 - If you are working with a pdf that contains more than one document/form, it is best to organize the forms in the order they appear in the 10-tab template.
3. Using Adobe Acrobat (the full version, not just Adobe Reader), open the 10-tab template.
4. Enter the lender [and packager/loan service provider] information on the Cover Sheet, and save the file.
5. Open your pdf file that contains the Submission Checklist, and/or Borrower Information form (e.g. Form 1919 & 1920).
 - **Note:** To create the submission pdfs you will have to be able to view the pdf template and your source document(s) side by side. Although this can be done with a single wide monitor, it is much easier if you have two.
6. In the 10-tab pdf document, as well as your pdf file (that contains the pages you will be copying into the template), click on the icon to view page thumbnails of the file contents. **[See Exhibit A]**
7. Using the thumbnails of the pages in each of your pdf files, select the page (or pages) that belong behind the first yellow divider in the 10-tab template, and drag your files to the space just below the divider in the 10-tab template. **[See Exhibits B & C]**
8. Repeat this process for each of your loan documents until all documents have been inserted and saved in the 10-tab template (saving your work as you proceed).

If you have any questions after reviewing the tutorial, please contact your Lender Relations Specialist at your local District Office. Local District Office contact information may be found at <http://www.sba.gov/localresources>.

Exhibit A: Viewing Page Thumbnails

Your Scanned Submission

View Page Thumbnails

Page Thumbnails

SBA 7(a) Loan Guaranty Submission Checklist

Tab 1 - Application	Yes	No	NA
This SBA 7(a) Loan Guaranty Submission Checklist - (optional)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBA Form 1919, Borrower Information Form, for each required individual - (see SOP 50 10 5 (f), pg. 187)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBA Form 1524 (Form B & C) - (see SOP 50 10 5 (f), pg. 197 & 200)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2 - Lender's Credit Memo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lender's Credit Memo - (see SOP 50 10 5 (f), pg. 181-184)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 3 - Draft Authorization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft Loan Authorization - (required only for CLP/PLP, but suggested for all others)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 4 - Owner/Operator Personal Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Financial Statement (SBA Form 413), for all owners of 1% or more, and spouses, dated within 90 days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBA Form 312, Statement of Personal History - (if required, dated within 90 days)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Alien Status, for all non-US citizens - (if required, see SOP 50 10 5 (f), pg. 100-105)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 5 - Other Processing Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Valuation - (required for change of ownership, see SOP 50 10 5 (f), pg. 120-123 & 174-175)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transcripts for last 24 months, along with an explanation of any late payment charges - (the last 36 mos., for all same evaluation debts; being refinanced with SBA loan proceeds)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of all M&E being purchased, with cost quotes, for all M&E being purchased with SBA loan proceeds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 6 - Business Financial Statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current Income Statement and Balance Sheet - (both must be dated the same date, within 180 days of submission to SBA, and be signed and dated by the applicant or an authorized officer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PYE Income Statements and Balance Sheets for the Last 3 Years (or 3 years' Business Tax Returns), with all copies properly signed and dated by the applicant or authorized officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Flow Projections (months by month, for one year) - (required for all new businesses; and when applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seller's Purchase - (incurred when purchasing an existing business)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 7 - Affiliate Financial Statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current Income Statement and Balance Sheet - (both must be dated the same date, within 180 days of submission to SBA, and be signed and dated by the applicant or an authorized officer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PYE Income Statements and Balance Sheets for the Last 3 Years (or 3 years' Business Tax Returns), with all copies properly signed and dated by the applicant or authorized officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 8 - Supporting Docs (Eligibility)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Franchise Documents - (see SOP 50 10 5 (f), pg. 77-80)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business / Stock / Asset Purchase Agreements - (required when a business to be acquired with an SBA loan)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Real Estate Purchase Agreements - (required when real estate is to be purchased with SBA loan proceeds)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Agreements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 9 - Supporting Docs (Collateral)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Real Estate Appraisal - (see SOP 50 10 5 (f), pg. 131 & 140)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Investigation Reports - (see SOP 50 10 5 (f), pg. 179 & 182)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lease Agreement, with terms (including options to renew) at least as long as the term of the loan, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 10 - Supporting Docs (Other)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Supporting Documents Not Identified Elsewhere	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(*) All forms must be completed in their entirety, and signed and dated.

Revised for SOP 50 10 5 (f) 1/10/2014

SBA EXPRESS, EXPORT EXPRESS, SMALL LOAN ADVANTAGE, PLP-CAPLINES, AND PILOT LOAN PROGRAMS (PATRIOT EXPRESS AND DEALER FLOOR PLAN)

TO BE COMPLETED BY:
(With the exception of part 1)
• For a sole proprietor
• For a partnership
• For a corporation
• For limited liability company, and LLC
• Any person listed
• Any other person

Full disclosure: I hereby promise the loan request is for the use of the business.

NAME OF BUSINESS: _____
YOUR NAME: _____
SOCIAL SECURITY NUMBER: _____
PLACE OF BIRTH (City & State or Foreign Country): _____

ALL QUESTIONS MUST BE ANSWERED AND ARE SUBJECT TO VERIFICATION BY SBA

(*) (1) Are you presently under indictment, on parole or probation? Yes ☐ No ☒

(*) (2) Have you ever been charged with or arrested for any criminal offense other than a minor traffic violation? Yes ☐ No ☒

LGPC 10-Tab Template

Page Thumbnails

Standard 7(a) LGPC Submission

Lender Contact Information

Lender Name: _____
Contact: _____
Title: _____
Phone: _____
Fax: _____
Email Address: _____

Lender Service Provider Contact Information

Name: _____
Contact: _____
Phone: _____
Fax: _____
Email Address: _____

☐ Correspond with Lender
☐ Correspond with Lender Service Provider

To submit documents via: "Send This File" click

Toolbars

- Cascade windows
- Show windows stacked
- Show windows side by side
- Show the desktop
- Undo Show side by side
- Start Task Manager
- Lock the taskbar
- Properties

For one monitor

Right click taskbar area and select
Show windows side by side.

Exhibit B: Inserting a Single Page Document

Your Scanned Submission

File Edit View Window Help

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Tools Comment Share

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SBA 7(a) Loan Guaranty Submission Checklist

Tab 1 - Application	Yes	No	N/A
This SBA 7(a) Loan Guaranty Submission Checklist - (optional)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBA Form 1919, Borrower Information Form, for each required individual - (see SOP 50 10 5 (F), pg. 197)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBA Form 1920 (parts B & C) - (see SOP 50 10 5 (F), pgs. 197 & 200)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 2 - Lender's Credit Memorandum	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lender's Credit Memo - (see SOP 50 10 5 (F), pgs. 161-164)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 3 - Draft Authorization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft Authorization - (required only for CLIPS P, not suggested for all others)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 4 - Owner/Operator Personal Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Financial Statement (SBA Form 413), for all owners of 20% or more, and spouses, dated within 90 days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SBA Form 912, Statement of Personal History - (if required, dated within 90 days)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Alien Status, for all non-US citizens - (if required, see SOP 50 10 5 (F), pgs. 102-105)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 5 - Other Processing Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Valuation - (required for change of ownership, see SOP 50 10 5 (F), pgs. 122-123 & 171-179)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transcripts for last 36 Months, along with an explanation of any late payments/charges in the last 36 mos., for all same-institution debt(s) being refinanced with SBA loan proceeds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of all MSE being Purchased, with cost quotes, for all MSE being purchased with SBA loan proceeds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 6 - Business Financial Statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current Income Statement and Balance Sheet - (both must be dated the same date, within 180 days of submission to SBA, and be signed and dated by the applicant or an authorized officer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FYE Income Statements and Balance Sheets for the Last 3 Years (or 3 years' Business Tax Returns), with all copies properly signed and dated by the applicant or authorized officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Flow Projection (month by month, for one year) - (required for all new businesses, and when applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seller's Financials - (required when purchasing an existing business)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 7 - Affiliate Financial Statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current Income Statement and Balance Sheet - (both must be dated the same date, within 180 days of submission to SBA, and be signed and dated by the applicant or an authorized officer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FYE Income Statements and Balance Sheets for the Last 3 Years (or 3 years' Business Tax Returns), with all copies properly signed and dated by the applicant or authorized officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 8 - Supporting Docs (Eligibility)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Franchise Documents - (see SOP 50 10 5 (F), pgs. 77 - 80)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business / Stock / Asset Purchase Agreements - (required when a business is to be acquired with an SBA loan)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Real Estate Purchase Agreements - (required when real estate is to be purchased with SBA loan proceeds)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Agreements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 9 - Supporting Docs (Collateral)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Real Estate Appraisal - (see SOP 50 10 5 (F), pgs. 131 & 140)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Investigation Reports - (see SOP 50 10 5 (F), pgs. 178 & 262)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lease Agreement, with terms (including options to renew) at least as long as the term of the loan, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 10 - Supporting Docs (Other)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Supporting Documents Not Identified Elsewhere	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(* All forms must be completed in their entirety, and signed and dated.)

Revised for SOP "9" 1/10/2014

SBA EXPRESS, EXPORT EXPRESS, SMALL LOAN ADVANTAGE, PLP-CAPLINES, AND PILOT LOAN PROGRAMS (PATRIOT EXPRESS AND DEALER FLOOR PLAN)

Click and Drag to template pdf

LGPC 10-Tab Template

File Edit View Window Help

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Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in send it to your recipients.

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Tab 1 Application

Borrower Information

Lender's Application

Lender's Credit Memo

Debt Schedule

Lender Contact

Lender Name

Contact:

Title:

Phone:

Fax:

Email Address:

Lender Signature

Name:

Contact:

Phone:

Fax:

Email Address:


Correspondence


To submit document

Exhibit C: Inserting a Multi-Page Document

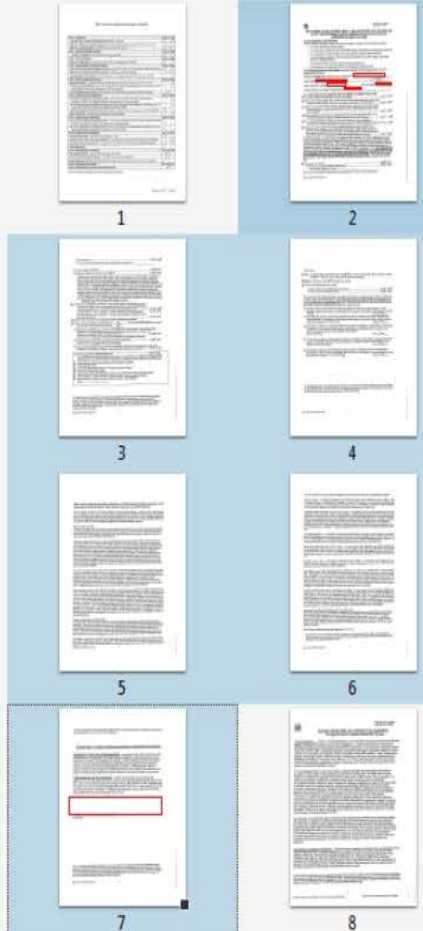
Your Scanned Submission

File Edit View Window Help

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Page Thumbnails



Click on the first page of the Form 1919, hold **SHIFT**, then click on the last page of the Form 1919.

By clicking on the first page and the last page while holding SHIFT, this will select all the pages in between

By Signing Below, You Make the Following Representations, Authorizations and Certifications

REPRESENTATIONS AND AUTHORIZATIONS: I represent that I have read the items above and I understand them. I represent that I will comply, whenever applicable, with the hazard insurance, lead-based paint, civil rights or other limitations in this notice. I further represent that all SBA loan proceeds will be used only for business related purposes as specified in the loan application and, to the extent feasible, to purchase only American-made equipment and products. I authorize the SBA Office of Inspector General to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for programs authorized by the Small Business Act, as amended.

CERTIFICATION AS TO ACCURACY: I certify that the information provided in this application and the information that I have provided in all supporting documents and forms is true and accurate. I realize that the penalty for knowingly making a false statement to obtain a guaranteed loan from SBA is that I may be fined up to \$250,000 and/or be put in jail for up to 5 years under 18 USC § 1001 and if false statements are submitted to a Federally insured institution, I may be fined up to \$1,000,000 and/or be put in jail for up to 10 years under 18 USC § 1014.

Print Name


SBA Form 1919 (Revised 5/17)


OMB Approval No. 3245-4201
Expiration Date: 11/30/2013

FEE DISCLOSURE FORM AND COMPENSATION AGREEMENT
For Agent Services In Connection With an SBA 7(a) Loan

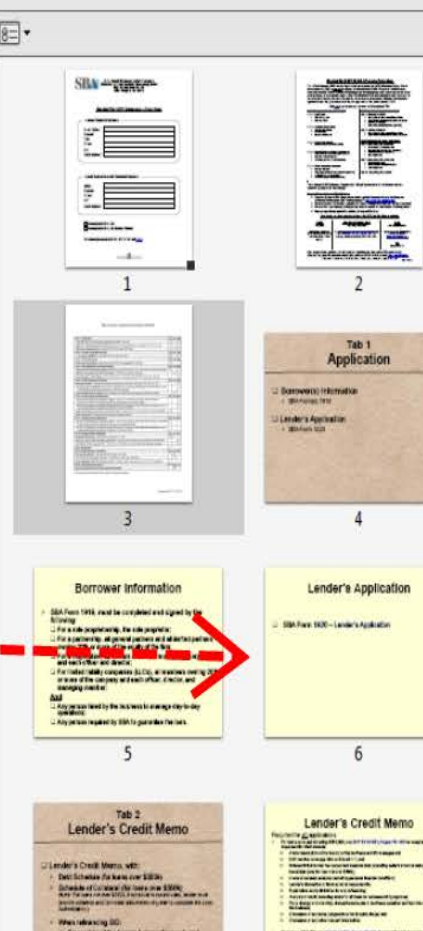
LGPC 10-Tab Template Adobe Acrobat Pro

File Edit View Window Help

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Page Thumbnails



Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in send it to your recipients.

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Lender C

Lender Name

Contact:

Title:

Phone:

Fax:

Email Address:

Lender S

Name:

Contact:

Phone:

Fax:

Email Address:

To submit c

Drag highlighted pages to the 10-tab template pdf.