Alternative
LGPC Document Submission Instructions

The 10-tab submission PDF template is the preferred method of submitting loan documents to the LGPC. **However, if you are unable to insert your loan documents into the template**, you may alternatively submit them by using the naming conventions described on the next page.

When using this document submission method, each document type must be contained in a separate pdf (e.g. the 1920 and lender credit memo may not be contained in a single pdf), and each pdf file name must strictly adhere to the conventions shown on the following page. For example, "T1 1920.pdf" should not be named "T11920.pdf"; but, if there are two 1919s, they may be combined into a single pdf named "T1 1919s.pdf". **The only exception to the restriction on combining document types is that for loans submitted for processing under the SLA guidelines, the documents (1919, 1920, and Lender's Credit Memo) may be combined in a single file named "T1 SLA.pdf" (as long as all documents are in the order listed on the attached page).**

In addition to the required file naming conventions, it is very important that all documents are scanned at a legible image quality, all pages are right-side up, no files are password protected, and that all documents are submitted at the same time. **To minimize file size of scanned documents, make sure to scan them at 300 to 600 dpi, do not scan documents in color, and turn off OCR when scanning. Applications received where a significant number of pages are scanned upside down, etc. will not be accepted for processing.**

Documents may be grouped by tab number into folders and zipped into one or more ".zip" files. Each document within the folder and zip file must still follow the file naming convention shown here. However, to submit documents that have been put into a ".zip" file, you must submit them via SendThisFile or e-mail. You cannot submit zipped files via e-Tran at this time.

This screen shot illustrates what is described above:

T1 1919 Jones.pdf	2/6/2014 12:26 PM	Adobe Acrobat D...	98 KB
T1 1919 Smith.pdf	2/6/2014 12:25 PM	Adobe Acrobat D...	98 KB
T1 1920.pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB
T2 Lender CM.pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB
T3 Authorization.pdf	2/6/2014 12:52 PM	Adobe Acrobat D...	187 KB
T4 PFS.pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB
T5 BV.pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB
T6 Current Bus BS .pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB
T6 FTR 2010.pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB
T6 FTR 2011-2012.pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB
T6 Seller BS - Current.pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB
T6 Seller FTR 2010-2012.pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB
T8 Franchise Docs.pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB

Please contact your District Office if you have any questions regarding this process.

LGPC Document Naming Conventions

T1 Cover Sheet
T1 1919 [person's name – if more than one]
T1 1920
T1 SLA*

T2 Lender CM
T2 Debt Schedule
T2 Collateral Schedule

T3 Authorization

T4 PFS [person's name – if more than one]
T4 912 [person's name – if more than one]
T4 Alien Status

T5 BV
T5 Refi Transcripts
T5 M&E List
T5 Other [doc type]

T6 Current Bus FS [or Bus IS or Bus BS]
T6 Bus FS [or Bus IS or Bus BS or FTR] - 2012
T6 Bus FS [or Bus IS or Bus BS or FTR] - 2011
T6 Bus FS [or Bus IS or Bus BS or FTR] - 2010
T6 CF Forecast

T6 Seller FS [or IS or BS] - Current
T6 Seller FS [or IS or BS or FTR] - 2012
T6 Seller FS [or IS or BS or FTR] - 2011
T6 Seller FS [or IS or BS or FTR] - 2010

T7 Current FS [or IS or BS] [affiliate's name]
T7 FS [or IS or BS or FTR] - 2012 [affiliate's name]
T7 FS [or IS or BS or FTR] - 2011 [affiliate's name]
T7 FS [or IS or BS or FTR] - 2010 [affiliate's name]

T8 Franchise Doc [doc type]
T8 [Business/Stock/Asset/RE] Purchase Agreement
T8 Other [other agreement type]

T9 RE Appraisal [prop name – if more than 1]
T9 Environmental [prop name – if more than 1]
T9 Lease Agreement [prop name – if more than 1]

T10 Other [doc type]

*For loans submitted for processing under the SLA guidelines, the Form 1919, Form 1920, and Lender's Credit Memo may be combined (in this order) in a single pdf named "T1 SLA.pdf"

Tabs 1-5	Tabs 6-7	Tabs 8-10
T1 Cover sheet T1 Checklist* T1 E-Tran Score Page* **Tab 1 – Application** ➢ T1 1919 [person's name] ➢ **T1 SBA Form 159* ➢ T1 1920 ➢ T1 SLA (for SLA type loan) **Tab 2 – Lender's Credit Memo** ➢ T2 Lender CM ➢ T2 Debt Schedule ➢ T2 Schedule of Collateral **Tab 3 – Draft Authorization** ➢ T3 Authorization **Tab 4 – Owner/Operator Personal Information** ➢ T4 PFS [person's name] ➢ **T4 CBR [person's name]* ➢ **T4 PTR -2012 [person's name]* ➢ **T4 PTR -2011 [person's name]* ➢ **T4 PTR -2010 [person's name]* ➢ **T4 Tax Transcripts/450T [person's name]* ➢ **T4 Resume [person's name]* ➢ T4 912 [person's name] ➢ T4 Alien Status **Tab 5 – Other Processing Documents** ➢ T5 Business Valuation ➢ T5 Refi Transcripts ➢ T5 M&E List ➢ T5 Other [doc type] ➢ **T5 Business Plan/History* ➢ **T5 Other SBA Forms*	**Tab 6 – Business Financials** ➢ T6 Current bus FS [or Bus IS or Bus FS] ➢ **T6 Current A/R and A/P* ➢ T6 Bus FS [or Bus IS or Bus BS or FTR] -2012 ➢ T6 Bus FS [or Bus IS or Bus BS or FTR] -2011 ➢ T6 Bus FS [or Bus IS or Bus BS or FTR] -2010 ➢ **T6 Bus Tax Transcripts/4506T* ➢ T6 CF Forecast ➢ T6 Seller's Current bus FS [or Bus IS or Bus FS] ➢ T6 Seller's FS [or Bus IS or Bus BS or FTR] -2012 ➢ T6 Seller's FS [or Bus IS or Bus BS or FTR] -2011 ➢ T6 Seller's FS [or Bus IS or Bus BS or FTR] -2010 ➢ **T6 Seller's Tax Transcripts/4506T* **Tab 7 – Affiliate Financials** ➢ T7 FS [or IS or BS] [Affiliate's name] ➢ T7 FS [or IS or BS or FTR] - 2012 [Affiliate's name] ➢ T7 FS [or IS or BS or FTR] - 2011 [Affiliate's name] ➢ T7 FS [or IS or BS or FTR] - 2010 [Affiliate's name] ➢ **T7 Tax Transcripts/4506T [Affiliate's name]*	**Tab 8 – Supporting Docs (Eligibility)** ➢ T8 Franchise Docs [Doc type] ➢ T8 [Business/Stock/Asset/RE] Purchase Agreement ➢ T8 Other [other agreement type] **Tab 9 – Supporting Docs (Collateral)** ➢ T9 RE Appraisal [prop name] ➢ T9 Environmental [prop name] ➢ T9 Lease Agreement [prop name] ➢ **T9 M&E Appraisal [prop name]* **Tab 10 – Supporting Docs (Other)** ➢ T10 Other [doc type] ➢ **T10 Business DNB/Reports [bus name]* ➢ **T10 CAIVRS Report* ➢ **T10 Cert of good Standing*

NOTE: These items are <u>not required</u> for 7a submissions. But, if provided, they should be included under the tabs shown here.