

Instructions for responding to a Screen Out for PAPER applications (ver 1.3 -- 2/11/14)

1. REPLY directly to the screen out email.
  - When you hit "Reply" this will become your Coversheet/Checklist
  - **Do not change** the email subject line.
  - Send to: [Sacramento504screenouts@sba.gov](mailto:Sacramento504screenouts@sba.gov)
2. You must use the Coversheet/Checklist grid by placing an "X" in the **Completed** column next to each issue to confirm you have completed **all** requested items in your response.  
*If you neglect to complete the Coversheet/Checklist with your resubmission request, this will delay logging in your resubmission, the expected delay will be at least one full day.*
3. Attach all requested items to the email response. Each exhibit **must be a separate pdf file attachment** and named by the **document** type, see the Document column (last column). The total size for all attachments must be 15 MB or less. (If over 15 MB, please submit ALL on a CD-ROM disk with the Checklist and send via mail, paper will be acceptable if unable to produce CD-ROM.  
NOTE: *The Authorization Wizard file is the only one that must be sent in MS WORD format, all others must be PDFs.*

do not change the Subject line

missing information attached as PDF, named according to Document column

mark with an "X" here

comment if necessary

Completed	No.	Issue	Document
[ X ]	1.	The 912 for Mr. Smith must be signed. 912 attached.	912
[ X ]	2.	Who are the trustors of the Smith Family Trust? Only Mr. Alex Smith. No attachment necessary.	Personal Financial Statement



**If you have a question about your screen out contact the SLPC Call Center at 916-735-1214**

or reply to the email prior to formally completing the checklist