

Instructions for responding to a Screen Out for e504 applications (ver 1.3 -- 2/11/14)

1. You must use the Coversheet/Checklist grid provided in the screen out email you received. Place an "X" in the **Completed** column next to each issue to confirm you have completed **all** requested items in your response.
2. You must respond to this screen out using the e504 system and provide the e504 Tracking Number. (Do not respond via email/attachments)
3. Submit the completed Coversheet/Checklist via the e504 system as document **TYPE: SCREEN OUT CHECKLIST**. In your submission, include any other documents, using the appropriate document TYPE as identified by the **Document** column (last column) of the Checklist grid.

Screen Out Email example:

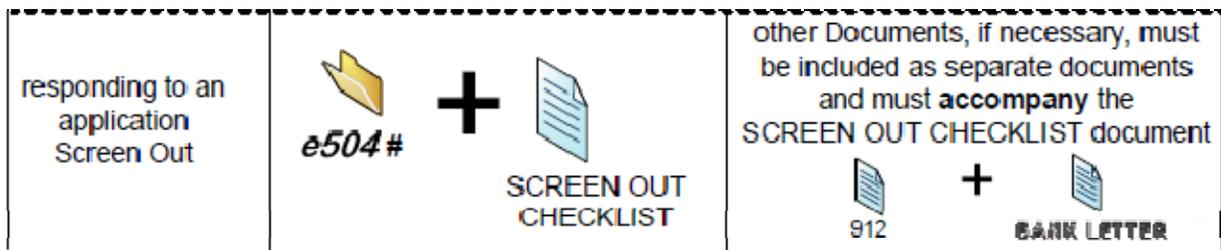
This loan application has been **screened out** because the following item(s) are either things missing from or additional data necessary to explain issues identified with this loan application:

Checklist: mark with an "X" here comment if necessary

Completed	No.	Issue	Document
[X]	1.	Upon file review, we found we were missing 912's for the following officers, Robert Red & Eileen Green. Mr. Red is no longer with the business. Mrs. Green's is included.	912
[X]	2.	Upon file review, we found the Bank Letter <u>was not signed</u> .	Bank Letter

The Center will not reconsider this application until you respond to all the items identified.

Using the above example, the appropriate e504 submission would be providing the existing e504 Tracking Number and the following documents: **SCREEN OUT CHECKLIST, 912 & BANK LETTER**.



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

or use e504 and submit only a **"CORRESPONDENCE"** document under the appropriate e504 tracking number.