<p align="center">**7a/SBA***EXPRESS* **SERVICING ACTION CHECKLIST**</p>
<p align="center">*If lender notifies SBA via E-TRAN of a change, use of this form is not necessary*</p>

TO: __ Fresno Commercial Loan Service Center   FAX: 202.481.0483   E-mail: **fsc.servicing@sba.gov**
    __ Little Rock Commercial Loan Service Center   FAX: 202.292.3878   E-mail: **lrsc.servicing@sba.gov**
<p align="center">**(If faxed, please be sure to include e-mail contact information to avoid delays in processing)**</p>

RE: SBA Loan Name:_____ SBA Loan No._____

FROM: Lender Name: _____

    Loan Officer's Name: _____ E-Mail:_____@_____

    Phone: _____ Fax: _____

<p align="center">*Pursuant to Procedural Notice 2000-766, SBA requires lenders to use **www.Pay.gov** for the payment of all loan guaranty fees.*
(Once SBA changes its records to reflect an extension of maturity beyond 12 months or an increase to the loan approval amount, the additional guaranty fee is earned and cannot be refunded.)</p>

☐ **This loan has been sold on the secondary market and investor approval has been obtained for the below servicing action**

*For any increase to a **RLOC of more than 33%** of the original loan amount, the lender must include its analysis showing the **borrower's cash flow** can support the increased payment amount. For any increase to a **term loan of more than 20%** of the original loan amount or more than **18 months** after the original approval date, the lender must **also** include with its request its analysis showing the purpose of the increase is the **same as the original purpose of the loan**.*

☐ Request SBA approve an **increase to this term loan** from $_____ to $_____
  ☐ Proof of payment of the additional guaranty fee in the amount of $_____ is attached, as required.
  ☐ I understand that SBA's database will need to be updated and have attached a memo that explains the reason for the change along with a description of the new use of proceeds.

☐ Request SBA approve an **increase to this revolving line of credit** from $_____ to $_____
  ☐ Proof of payment of the additional guaranty fee in the amount of $_____ is attached, as required.
  ☐ I understand that SBA's database will need to be updated and have attached a memo that explains the reason for the change along with a description of the new use of proceeds.

☐ Inform SBA of **decrease in the approved loan amount** from $_____ to $_____
  ☐ I understand that SBA's database will need to be updated and have attached a memo that explains the reason for the change along with a description of the new use of proceeds (Once SBA changes its records to reflect a decrease in loan amount an increase request, as seen above, is required for reversal)

☐ Request SBA approve an **increase in the guaranty percentage** from _____**%** to _____**%**
  ☐ Proof of payment of the additional guaranty fee in the amount of $_____ is attached, as required.

☐ Inform SBA of a **decrease in the guaranty percentage** from _____**%**   to _____**%**

☐ Inform SBA of a **change in interest rate (after the first adjustment)** to: Spread: _____ Initial interest rate:_____

☐ Request SBA consider **extending the guaranty** to ____/____/____, as this **loan has already matured**.
  ☐ *This modification is extending the loan beyond the initial 12 months and proof of payment of the additional guaranty fee in the amount of $_____ is attached, as required.*

☐ Inform SBA, **prior to the stated maturity**, that the **maturity date has changed** to ____/____/____.
  ☐ *This modification is extending the loan beyond the initial 12 months and proof of payment of the additional guaranty fee in the amount of $_____ is attached, as required.*

☐ Inform SBA that the guaranty has been **terminated or paid in full** as of ____/____/____.

☐ Inform SBA of a (☐legal ☐trade/DBA) **name of the business change** to:_____
  ☐ **This action includes a change/addition of an obligor's EIN:** _____ **(9 digits)**
    ☐ I understand that SBA's database will need to be updated to include the new *Legal Organization Type* of:
      __ Cooperative   __ Corporation   __ Joint Venture __ LLC __ LLP __ NPO __ Partnership
    __ Professional Association   __ Sole Proprietorship   __ Subchapter S Corporation   __ Trust
  ☐ **This action includes a change/addition of an obligor's SSN:** _____ **(9 digits)**
    ☐ I understand that SBA's database will need to be updated to include the following information:
    Name (First Middle Last):_____
    Date of Birth:___/___/___   Phone: _____   E-Mail:_____@_____
    Address:_____   City:_____   State:_____   Zip:_____

☐ **Inform SBA** (☐business ☐borrower) address changed to:_____City:_____State:____Zip:_____

For any actions other than those listed above that require SBA consent, do not use this checklist. Send a written request in an e-mail message conforming to the guidelines set forth in the SOP 50 51 4. Please refer to the *7a Lender Matrix* for additional information on servicing actions and the use of E-Tran.

The lender certifies that this request complies with SOP and/or any applicable program guide:

_____   _____

By: (Name, Title)   **Date**