

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

LGPC 10-Tab Template

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

View Page Thumbnails

Tab	Application	Yes	No	NA
Tab 1 - Application	This SBA 7(a) Loan Guaranty Submission Checklist - (optional)	✓		
	SBA Form 1919, Borrower Information Form, for each required individual* - (see SOP 50 10 3 (F), pg. 187)	✓		
	SBA Form 158 (Form B & C) - (see SOP 50 10 3 (F), pgs. 197 & 200)	✓		
Tab 2 - Lender's Credit Memorandum	Lender's Credit Memo - (see SOP 50 10 3 (F), pgs. 161-166)	✓		
Tab 3 - Draft Authorization	Draft Loan Authorization - (required only for CLP/PLP, but suggested for all others)	✓		
Tab 4 - Owner/Operator Personal Information	Personal Financial Statement (SBA Form 413), for all owners of 20% or more, and spouses, dated within 90 days	✓		
	SBA Form 312, Statement of Personal History - (if required, dated within 90 days)	✓		
	Documentation of Asset Status, for all non-02 assets - (if required, see SOP 50 10 3 (F), pgs. 100-106)	✓		
Tab 5 - Other Processing Documents	Business Valuation - (required for change of ownership, see SOP 50 10 3 (F), pgs. 120-123 & 174-176)	✓		
	Transcripts for last 24 Months, along with an explanation of any late payments/charges in the last 36 mos., for all active real estate being refinanced with SBA loan proceeds	✓		
	List of all MBE being purchased, with cost quotes, for all MBE being purchased with SBA loan proceeds	✓		
Tab 6 - Business Financial Statements	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)	✓		
	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	✓		
	Cash Flow Projections (month by month, for one year) - (required for all new businesses, and when applicable)	✓		
	Seller's Personal - (needed when purchasing an existing business)	✓		
Tab 7 - Affiliate Financial Statements	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)	✓		
	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	✓		
Tab 8 - Supporting Docs (Eligibility)	Franchise Documents - (see SOP 50 10 3 (F), pgs. 77 - 80)	✓		
	Business / Stock / Asset Purchase Agreements - (required when a business to be acquired with an SBA loan)	✓		
	Real Estate Purchase Agreements - (required when real estate is to be purchased with SBA loan proceeds)	✓		
	Other Agreements	✓		
Tab 9 - Supporting Docs (Collateral)	Real Estate Appraisal - (see SOP 50 10 3 (F), pgs. 131 & 140)	✓		
	Environmental Investigation Reports - (see SOP 50 10 3 (F), pgs. 179 & 182)	✓		
	Lease Agreement, with terms (including options to renew) at least as long as the term of the loan, if applicable	✓		
Tab 10 - Supporting Docs (Other)	Other Supporting Documents Not Identified Elsewhere	✓		

Revised for SOP 5* 1/15/2014

SEA 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)
• For a sole proprietor
• For a partnership
• For a corporation
• For limited liability companies, and LLCs
• Any person listed
• Any other person

For clarification, identify preceding the loan request
NAME OF BUSINESS: _____
YOUR NAME: _____
SOCIAL SECURITY NUM: _____
PLACE OF BIRTH (City & State or Foreign Country): _____

ALL QUESTIONS MUST BE ANSWERED AND ARE SUBJECT TO VERIFICATION BY SBA Yes No No R?

(1) Are you presently under indictment, on parole or probation? _____
(2) Have you ever been charged with or arrested for any criminal offense other than a minor vehicle _____

For one monitor
Right click taskbar area and select Show windows side by side.

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

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" link

Exhibit B: Inserting a Single Page Document

Your Scanned Submission

File Edit View Window Help

1 / 57

Tools Comment Share

Page Thumbnails

Click and Drag to template pdf

SBA 7(a) Loan Guaranty Submission Checklist

Tab	Item	Yes	No	N/A
Tab 1 - Application	This SBA 7(a) Loan Guaranty Submission Checklist - (optional)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SBA Form 1918, 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	Lender's Credit Memo - (see SOP 50 10 5 (F), pgs. 161-164)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tab 2 - Draft Authorization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 4 - Owner/Operator Personal Information	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	Business Valuation - (required for change of ownership, see SOP 50 10 5 (F), pgs. 122-123 & 171-173)	<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 M&E being Purchased, with cost codes, 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	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"/>
Tab 7 - Affiliate Financial Statements	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"/>
	Other Supporting Documents (Eligibility)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 8 - Supporting Docs (Eligibility)	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 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 to be purchased with SBA loan proceeds)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tab 9 - Supporting Docs (Collateral)	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 & 292)	<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)	Other Supporting Documents Not Identified Elsewhere	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Revised for SOP 7-1/100014

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

LGPC 10-Tab Template

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1 / 19

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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.

Page Thumbnails

SBA

Lender Contact: Title: Phone: Fax: Email Address

Lender Contact: 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

Create ▾

7 / 57

Page Thumbnails

1 2 3 4 5 6 7 8

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 30 years under 18 USC § 1014.

Print Name

SBA Form 1919 (Revised 5/17)

OMB Approval No. 3245-0020
Expiration Date: 11/09/2013

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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1 / 20

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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.

Page Thumbnails

1 2 3 4 5 6 7 8 9 10

Borrower Information

Lender's Application

Tab 1 Application

Tab 2 Lender's Credit Memo

Lender's Credit Memo

Drag highlighted pages to the 10-tab template pdf.

Lender Contact Information

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

Lender Signature

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

Correspondence
 Correspondence

To submit document