

Applying for an Export Working Capital Program (EWCP) Loan Using the “10 Tabs” System

The “EWCP 10-Tabs” is the system that SBA asks all lenders to use to organize EWCP application submittals sent for SBA approval. EWCP applications consist of multiple documents (which are listed on page 2 of Form 84-1, Joint Application for Export Working Capital Guarantee). The EWCP 10-Tabs arrange these documents in a consistent sequence under ten standard “tabs,” allowing SBA reviewers to readily locate relevant information and so complete their review with maximum efficiency. The tabs may also serve as a kind of “checklist” for lenders to assure that they have compiled and are submitting all of the EWCP documentation needed for a prompt SBA approval.

Lenders may use the “EWCP 10 Tabs” in either of two manners:

1. Some lenders assemble all of the EWCP application documents individually in paper and/or electronic format, using each of the individual tabs as a coversheet for those documents associated with the relevant tab, to create one complete set of application documents. They then scan or merge the entire packet into a single PDF file and upload it along with their electronic E-Tran application to SBA. Lenders who prefer this approach can check the boxes that appear in the 10 Tabs below, print or electronically save the result, and then insert the tabs amongst their application documents before generating their single, comprehensive application packet.
2. Other lenders, who rely on electronic documents, prefer to separately upload their multiple electronic PDF application documents to SBA rather than upload one large, single PDF application. In this case, the “EWCP 10-Tabs” help by providing a standard file-naming protocol so that each individual electronic document has a name that any SBA reviewer can readily identify. For instance, “**T1 84-1.pdf**” is used as the file name for the scanned Form 84-1 application form with signatures which would otherwise go under Tab #1 (hence the “T1” prefix). Lenders who use this approach can find the required document naming convention for each EWCP application item listed in the 10 Tabs below. Once each application document is assigned its standard file name, the individual documents can be uploaded individually and need not be collated and scanned into a single large PDF file.

If you have questions about how to use the “EWCP 10 Tabs”, simply contact a local SBA export loan officer – <https://www.sba.gov/managing-business/exporting/us-export-assistance-centers>

Completion of this page is not required, but it may improve SBA's processing time by providing the Processing Center with quicker access to information needed to get your request into the processing queue.

Export Working Capital Program (EWCP) – Submission Cover Sheet

Lender Primary Contact for This Application:

Contact Name:	Click here to enter text.
Lender:	Click here to enter text.
Email:	Click here to enter text.
Phone:	Click here to enter text.

Lender Alternate Contact (if desired):

Contact Name:	Click here to enter text.
Email:	Click here to enter text.
Phone:	Click here to enter text.

This EWCP request is a:

- New EWCP request
- EWCP re-issuance request. Existing EWCP Loan #:*** [Click here to enter text.](#)

Type of EWCP:

- Asset Based Loan (revolving)
- Transaction Based Loan (revolving)
- Single Transaction-Specific Loan (non-revolving)

Any special processing information that you would like SBA to be aware of:

Click here to enter text.

Tab 1 Application

- EIB-SBA Form 84-1, Joint Application for Export Working Capital Guarantee**
(or upload it as "T1 84-1.pdf")

Additional guidance

Joint Application

Use the current form at: <https://www.sba.gov/managing-business/forms/small-business-forms/financial-assistance-forms/joint-application-export-working-capital-guarantee>

Form 84-1 must be completed and signed by the following:

- ⊕ The lender – signed on pages 8 *and* 11
- ⊕ The borrower – signed on page 8 *and* 10, as follows:
 - ⊕ If sole proprietorship: the sole proprietor
 - ⊕ If partnership: all general partners and all limited partners owning 20% or more
 - ⊕ If corporation: all owners of 20% or more and each officer and director
 - ⊕ If LLC: all owners of 20% or more and each officer, director, and managing member

and:

- ⊕ Each guarantor of the loan – each must *individually* complete and sign pages 9-10
- ⊕ Any person hired by the business to manage day-to-day operations – each must *individually* complete and sign pages 9-10

Tab 2 Lender's Credit Memo

- Lender's Credit Memo**
(or upload it as "T2 Lender CM.pdf")

Additional guidance

Lender's Credit Memo

Generally a lender's standard credit memo format is acceptable. The lender's credit memo must analyze each EWCP request in a commercially reasonable manner, consistent with prudent lending standards. EWCP loans are self-liquidating loans and the conversion of the export trading assets to cash is the primary source of repayment. To facilitate SBA's review, the credit memo will typically address the following items as applicable:

- ⊕ *Always explain why* the loan cannot be made without the EWCP guarantee. A simple statement or certification alone is insufficient.
- ⊕ History and nature of the business and its business plan.
- ⊕ Whether the request is for a single or multiple transactions; revolving or non-revolving; an asset-based loan or transaction-based loan; and if loan will support standby letter(s) of credit.
- ⊕ Details on the underlying export transaction(s) which the loan will finance – buyer name(s) & country(s); description of products/services to be exported; percentage foreign content (if known); projected sales amount; anticipated sales terms & currency; projected sales date(s); typical time required to complete an export transaction cycle from order to shipment to collection. Describe the export risk mitigation measures – letter of credit, export credit insurance, documentary collection, partial prepayment, etc. – to be used.
- ⊕ Financial analysis of financial statements with ratio analysis and comments on any trends and comparison with industry averages; the lender's financial analysis should pay particular attention to the applicant's foreign payment terms and the impact on the applicant's cash cycle.
- ⊕ Collateral analysis – description of proposed collateral (typically either export inventory and foreign accounts receivable or foreign purchase orders/contracts). Indicate any other lienholders and their lien position. Evaluate collateral suitability and adequacy considering
 - ⊕ Loan mechanics – proposed advance rates/borrowing base formula; control account; collateral exams/reviews; line monitoring
 - ⊕ A/R quality – A/R aging & turnover; customer base (makeup, size range, concentrations, seasonality); permissible sales terms & credit policies; billing, collection, & bad debt practices; risk/concerns & mitigation measures
 - ⊕ Inventory quality – Inventory turnover; make-up (raw materials, work-in-progress, finished goods); location; inventory management & accounting systems; costing method (LIFO, etc.); reliability of valuations; risk/concerns & mitigation measures
- ⊕ Owner and manager's relevant experience in the type of business.
- ⊕ Lender's credit experience with Borrower; review of business and personal credit reports.

Tab 3
Draft Loan Authorization

provided not provided **Draft EWCP Loan Authorization** – *optional; not required*
(or upload it as “T3 Draft Auth.pdf”)

Additional guidance

Draft EWCP Loan Authorization

- This item is ***optional*** because SBA always prepares the final EWCP Loan Authorization using standard EWCP Boilerplate conditions.
- If the lender is seeking any unique or unusual approval conditions, this is where they may be proposed for SBA’s consideration.

Tab 4
Owner/Operator Personal Info.

- yes n/a **Résumés of Principals and Key Employees**
(or upload it as "T4 Resume.pdf")
- Personal Financial Statement(s)** for each owner with 20%-or-more ownership and for all other guarantors
(or upload it as "T4 PFS name.pdf")
- yes n/a **SBA Form 912, Statement of Personal History – *only*** required for those who answer "Yes" to question "e.2" or "e.3" on page 9 of Form 84-1
(or upload it as "T4 912 name.pdf")
- yes n/a **USCIS Form G-845, Verification of Alien Status – *only*** required for those who answer "Yes" to question "h" on page 9 of Form 84-1
(or upload it as "T4 Alien Status name.pdf")

Additional guidance

Résumés of Principals and Key Employees

- **For EWCP re-issuances**, not required unless there have been significant changes

Personal Financial Statement (SBA Form 413, or Lender's Equivalent)

- Must be provided for all owners of 20% of more and for any other proposed guarantors
- Must include all assets and liabilities of the principal, spouse and any minor children.
- Must be provided for all Trustees if applicant is owned by a Trust
- Must be signed and dated within 90 days, including signature of non-owner spouse.

SBA Form 912 (Personal History Statement)

- **only** required if question "e.2" or "e.3" on page 9 of Form 84-1 is answered "Yes"
- Along with Form 912, attach additional supporting information as required by SBA

USCIS Form G-845 (Verification of Alien Status)

- **only** required if question "h" on page 9 of Form 84-1 is answered "No"
- Along with Form G-845 attach additional supporting information as required by SBA

Tab 5 Other Processing Documents

- yes n/a **Business Plan** – if available
(or upload it as “T5 Business Plan.pdf”)
- yes n/a **Product Literature** – if available
(or upload it as “T5 Product Literature.pdf”)
- yes n/a **Export Risk Mitigation** (e.g., letter of credit, export credit insurance, etc.) – if applicable/available
(or upload it as “T5 Letter of Credit.pdf”)
- yes n/a **Export Purchase Order** (e.g., buyer’s order/contract) – if applicable/available
(or upload it as “T5 Purchase Order.pdf”)
- yes n/a **Export license** – if applicable/available
(or upload it as “T5 Export License.pdf”)

Additional guidance

Business Plan

- **only** if available
- **For EWCP re-issuances**, not required unless there are significant changes

Product Literature

- describing products to be exported
- **For EWCP re-issuances**, not required unless there are significant changes

Export Risk Mitigation

- **only** if applicable/available
- Copy of letter of credit associated with the export transaction(s) to be financed
- Export credit insurance-related documentation (policy, application, buyer credit limit)

Export Purchase Order

- **only** if applicable/available
- Buyer’s order or contract

Export License

If not available, be aware that a standard EWCP loan condition is either a copy of valid export license or a letter from Borrower stating a valid export license is not required, citing the authority for this statement – e.g., “I have reviewed the Export Administration Regulations and have determined that no export license is required for the export of any of our goods and services.” A license or letter must be obtained once for each different product and each different destination country.

Tab 6 Business Financials

- Cash Flow Projection**
(or upload it as "T6 CF Forecast.pdf")
- Current Income Statement and Balance Sheet**
(or upload it as "T6 Current Bus FS.pdf")
- Current Accounts Receivable and Accounts Payable Aging Schedules**
(or upload it as "T6 AR & AP Aging.pdf")
- 3 yrs (or for yrs in business) last yr (*re-issuance*) **Historical Business Income Statements & Balance Sheets**
(or upload it as "T6 Bus FS 20__.pdf", by year)
- IRS Form 4506-T, Request for Copy of Tax Returns**
(or upload it as "T6 Bus Tax 4506T.pdf")

Additional guidance

Cash Flow Projection

- monthly projection (quarterly may be allowed for Asset-Based Loans) for the term of the loan, highlighting proposed export transactions and showing ability to repay the loan

Current Business Income Statement and Balance Sheet

- dated within 180 days of date submitted to SBA
- dated the same date as the current A/R and A/P aging schedules

Current A/R and A/P Aging Schedules

- dated within 180 days of date submitted to SBA
- dated the same date as the current income statement and balance sheet
- identifying all export accounts
- both A/R and A/P agings are required

Historical Business Income Statements and Balance Sheets

- FYE statements for the last 3 years (or for newer businesses, for as long as the business has been in existence)
- Business tax returns may be substituted.
- **For EWCP re-issuances**, only FYE statements not already on file with SBA need to be submitted unless there have been significant changes.

IRS Form 4506-T

- Lender provides a copy of the original form submitted to the IRS, requesting a copy of the business's tax returns for the last 3 years.
- Applicant's signature must be on the form.
- The lender is required to compare for verification purposes the applicant's financial data against income tax data received from the IRS by no later than the first loan disbursement.

Tab 7
Affiliate Financials

Borrower has no has **affiliates.**

yes n/a **Current Income Statement and Balance Sheet (with A/R and A/P Agings)**
(or upload it as "T7 Current FS affiliate name.pdf")

yes n/a **Most-Recent-FYE Business Income Statement and Balance Sheet**
(or upload it as "T7 FS affiliate name 20___.pdf")

yes n/a **Consolidated Income Statement and Balance Sheet - current and last FYE**
(or upload these as "T7 Current Consolidated FS.pdf" and "T7 Consolidated FS 20___.pdf")

Additional guidance

Current Affiliate Income Statement and Balance Sheet (with supporting A/R and A/P Agings)

- dated within 180 days of date submitted to SBA
- dated the same date as the current business financial statements in Tab 6

Most-Recent-FYE Affiliate Income Statement and Balance Sheet

- FYE statement for the previous year
- Business tax return may be substituted.
- **For EWCP re-issuances**, only FYE statements not already on file with SBA need to be submitted unless there have been significant changes.

Consolidated Income Statements and Balance Sheets

- Combine all affiliated companies and eliminate intercompany transactions (sales, receivables, payables, etc.)
- Provide both:
 - ⊕ Current financial statements – dated the same date as the current business and affiliate financial statements in Tabs 6 and 7.
 - ⊕ Most-recent-FYE financial statements – dated the same date as the FYE business and affiliate financial statements in Tabs 6 and 7.

Tab 8
Supporting Docs (Eligibility)

yes n/a **Franchise Documents** – if applicable
(or upload it as “T8 Franchise Doc.pdf”)

yes n/a **Other Agreements** – if applicable
(or upload it as “T8 Other Doc.pdf”)

Additional guidance

Franchise Documents

- **only** required if the applicant is a franchisee
- Contact SBA for current guidance on franchise applicants.

Other Agreements

- Any other agreement that affects eligibility for assistance

Tab 9
Supporting Docs (Additional Collateral)

- yes n/a **List of Other Assets to Be Taken as Additional Collateral** – if applicable
(or upload it as “T9 Other Collateral List.pdf”)
- yes n/a **Appraisal of Additional Collateral** – if available
(or upload it as “T9 Appraisal prop name.pdf”)
- yes n/a **Environmental Investigation Reports** – as applicable
(or upload it as “T9 Environmental prop name.pdf”)

Additional guidance

SBA typically considers an EWCP to be fully-secured by a first lien on the export-related inventory, WIP, and A/R being financed, and thus additional collateral is not generally involved. Tab 9 documents are only necessary if additional collateral is proposed.

List of Other Assets to Be Taken as Additional Collateral

- **only** if applicable.

Appraisal of Additional Collateral

- **only** if applicable and available

Environmental Investigation Reports

- **only** if commercial real estate will be taken as additional collateral

Tab 10
Supporting Docs (Other)

Such as:

yes n/a **Indirect Exporter Eligibility** – if applicable
(or upload it as “T10 Indirect Export.pdf”)

yes n/a **Lawsuits/Judgments/Bankruptcy** – if applicable
(or upload it as “T10 Other doc type.pdf”)

Additional guidance

Indirect Exporter Eligibility

- **only** if the EWCP loan will finance working capital for indirect exporting:
 - ⊕ Letter, invoice, order, contract, or other documentation from the Borrower’s customer certifying that they will sell the goods/services purchased from the Borrower to a foreign buyer.

Documentation of Lawsuits/Judgments/Bankruptcy

- **only** if the proposal is affected in some way by such legal proceedings.