

**Instructions for “Supplemental Information for PCLP Processing,” (SBA Form 2234, Part B)**

- If the loan is DELTA, check box for “DELTA?”
- Enter the following information:
  - Borrower Name
  - Trade Name (dba) (if no trade name, enter “NA”)
  - Project Street Address (if the address is not complete yet, enter the incomplete address)
  - Project Zip Code
  - Borrower Phone # (with area code)
  - Borrower Social Security # (must include SSN # for principal of borrower)
  - Borrower Employer ID # (if available)
  - Project State (use 2 letter abbreviation)
  - Project County
  - Project City
    - Check the box if the Project is located in a Special Geographic Area
  - CDC Name
  - CDC ID # (9 characters, also known as Lender ID number)
  - Debenture Maturity (either 120 or 240 months)
  - Debenture Amount
  - Construction Amount, if any. If new construction, check box.
- Check the box for “Yes” or “No” for the question as to whether the applicant business is an exporter. A business is an exporter if it has exported or will be exporting as a result of the loan. Exporting is any sale to a foreign buyer.
- Check the appropriate box(es) for any of the following that apply:
  - The business is a New Business; the borrower has an Outstanding SBA Loan; the loan is secured by Real Estate Collateral.
- Check the box to identify whether the applicant business is “Rural” or “Urban.”
- Enter NAICS Code (6 digits)
- Check the box if all the Applicant’s production facilities are located in the U.S.
- Enter current Number of Employees of the borrower’s business (may not be zero)
- Enter Number of Jobs Created and Enter Number of Jobs Retained
- Check the box if CDC’s Loan Portfolio meets or exceeds CDC’s required Job Opportunity Average
- If the business is a Franchise, check the box and enter Franchiser’s name
- Check the appropriate box for the form of the borrower’s entity: Sole Proprietorship, Partnership, Corporation, or Other (e.g. LLC, LLP)

- Enter the following information regarding the third-party lender
  - Loan amount of the third-party lender that has a lien position senior to SBA's in the 504 project
  - Name of the third-party lender that has a lien position senior to SBA's in the 504 project
  - 7-character Identifier assigned by SBA to the third-party lender (if available)
  - Third-party lender Street Address
  - Third-party lender City
  - Third-party lender State (use 2 letter abbreviation)
  - Third-party lender Zip Code
  
- Check the box if the project involves a Special-Purpose Asset
  
- Check one of the following boxes as justification, if project does not meet Job Opportunity requirement or debenture exceeds \$1 million: Community or Area Development; Business District Revitalization; Expansion of Minority Business Development; Enhanced Economic Competition; Expansion of Exports; Restructuring Because of Federally Mandated Standards or Policies; Changes Necessitated by Federal Budget Cutbacks; Rural Development; Veteran-Owned Businesses; or Women-Owned Businesses.
  
- Fill in the table with the following information for each owner of the borrowing entity (if more space is needed, please use additional sheets)
  - Owner # (use 1, 2, 3, etc.)
  - % Owned (ownership must total 100%)
  - Veteran Code, Gender Code, and Minority Code (use index of codes above table)