



# THE LENDER'S ADVANTAGE

A Joint Publication of the Des Moines District Office and the Cedar Rapids Branch Office

AUGUST 2011

## INFORMATION

### On-Line Lender Toolkit

[www.sba.gov/for-lenders](http://www.sba.gov/for-lenders)

### Des Moines District Office

210 Walnut Street, Rm. 749  
Des Moines, IA 50309-2186  
(515) 284-4422  
(515) 284-4572 (Fax)  
[www.sba.gov/ia](http://www.sba.gov/ia)

Joseph M. Folsom  
District Director  
(515) 284-4026

[joseph.folsom@sba.gov](mailto:joseph.folsom@sba.gov)

### Cedar Rapids Branch Office

2750 1<sup>st</sup> Ave. NE – Ste. 350  
Cedar Rapids, IA 52402  
(319) 362-6405  
(319) 362-7861 (Fax)

Dennis Larkin  
Branch Manager  
(319) 362-6405 ext. 2020  
[G.D.Larkin@sba.gov](mailto:G.D.Larkin@sba.gov)

### Standard 7(a) Loan Guaranty Processing Center

6501 Sylvan Road  
Citrus Heights, CA 95610  
Phone: (916) 735-1960  
ext. 4368  
Fax: (916) 735-1975  
or  
(916) 735-1680

OR

262 Black Gold Blvd.  
Hazard, KY 41701  
Phone: 606-436-0801  
ext. 229  
Fax: (606) 435-2400  
E-mail:  
[loanprocessing@sba.gov](mailto:loanprocessing@sba.gov)

### Fresno Servicing Center

Fresno, CA  
1-800-347-0922  
202-481-0483 Fax

### Liquidation & Purchase Center

Herndon, VA  
(703) 487-9283  
(202) 481-4674 Fax

### 504 & PLP Processing Center

6501 Sylvan Road  
Citrus Heights, CA 95610  
(916) 930-2463 or 930-2460  
(916) 930-2160 FAX

All SBA programs and services are provided on a nondiscriminatory basis.

## FY Update, E-Tran required for PLP and Express Lenders

Dear Lender –

The month of August marks a new milestone in SBA lending in Iowa with a record \$268.9 million in 7(a) and 504 loan approvals. This exceeds last fiscal year's record \$261 million with one month left in our fiscal year. Congratulations on behalf of Iowa's small businesses.

A trend we have notice this year is an increase in the percentage of loans being processed as SBAExpress or PLP. Last year 29% of our 7(a) loans were processed through SBAExpress and PLP. This has increased to 46% of our 7(a) loans this year.

We are encouraging all lenders to sign up for SBA's E-Tran interface. E-Tran provides a 24-7 electronic interface for loan servicing and for lenders using SBA's delegated products such as PLP, SBAExpress and Small Loan Advantage electronic submittal and origination.

All lenders have the opportunity to use E-Tran for submittal of servicing actions for which we have provided unilateral authority and the opportunity to submit via E-Tran.

For example this past week I spoke with a lender who wished to extend the maturity of a 7(a) loan that had not yet matured. This is an example of a unilateral action delegated to the lender that can be submitted via E-Tran. I encouraged the lender to sign up for E-Tran and process his request electronically. Servicing transactions for which lenders have

been delegated unilateral authority and can be processed via E-Tran are low priority transaction for processing by our servicing centers.

We are asking all SBAExpress and PLP lenders to use E-Tran for the processing of these types of loan origination requests. **Effective October 1st, 2011 you will not be able to submit these loan approval requests via fax to our processing centers.** To learn more and to register for E-Tran go to: <http://www.sba.gov/content/e-tran>.

Stay tuned for upcoming updates and refinements to the 7(a) CAPLines program. The CAPLines are being substantively revised based upon feedback received from community lenders from across the country.

If you have a 7(a) loan that has been approved and for various reasons you do not expect will close and expect to cancel, we ask that you process the cancellation as soon as possible.

Associate Administrator for SBA's Office of Capital Access, Steve Smits will be joining us at the 125<sup>th</sup> Annual Iowa Bankers Association Convention in September. He will host a set of roundtable discussions on the new CAPLines program changes and SBA loan programs on the afternoon of September 19<sup>th</sup>. Watch for more details to be issued on this event next week.

- Joe Folsom, District Director

## Small Business Week 2012 Nomination Guidelines Now Available

Nomination Guidelines for the SBA's 2012 Small Business Week Awards are now available. If you have a customer, community leader, or other appropriate individual you'd like to nominate, we encourage you to do so as the Small Business Week Awards are a great way to recognize their contributions and achievements. Award categories include: Small Business Person of the Year, Jeffrey Butland Family-Owned Business of the Year, Small Business Exporter of the Year and more. **Deadline for submitting nominations to our office is November 30, 2011.** Download the Nomination Guidelines at - <http://nationalsmallbusinessweek.com/>

## How to Find SBA Guaranteed Loan Application Forms On-Line

We get several inquiries from lenders looking for forms, all of which [are available online](#) by loan program at <http://www.sba.gov/category/type-form/lending-forms>. Unnumbered forms are on the first page of the site and include the standard application eligibility checklist and the standard application submission checklist. Application and closing forms by program also are listed below as hotlinks for your convenience. Please be sure to use the exact form name from the list. If you have difficulty finding the right form, please contact a Lender Relations Specialist in the Des Moines or Cedar Rapids SBA Offices.

*Note: If you have received this newsletter by Fax and would like an electronic version in order to use the hotlinks, please e-mail [thomas.lentell@sba.gov](mailto:thomas.lentell@sba.gov).*

### **Standard 7(a) Application Forms**

*Always required*

[7\(a\) Guaranty Application Submission Checklist](#)  
[SBA Eligibility Questionnaire for Standard 7\(a\) Guaranty](#)  
[SBA Form 4: Application for Business Loan](#)  
[SBA Form 4-1: Lenders Application for Guaranty or Participation](#)  
[SBA Form 4, Schedule A: Schedule of Collateral - Exhibit A](#)  
[SBA Form 413: Personal Financial Statement](#)  
[SBA Form 912: Statement of Personal History](#)

*If Applicable*

[IRS Form 4506T: Request for Transcript of Tax Return](#)  
[USCIS Form G-845: Document Verification Request](#)  
[Addendum B from Standard Eligibility Questionnaire for Standard 7\(a\) \(For any required explanations of SBA form 912\)](#)

### **SBA Express and Patriot Express Application Forms**

*Always Required*

[SBA Form 1919: SBA Express & Community Express Borrower Information Form \(Do not submit to SBA. Retain in loan file.\)](#)  
[1920a SBA Form 1920SX Part A](#)  
[1920b SBA Form 1920SX Part B](#)  
[1920c SBA Form 1920SX Part C](#)  
[SBAExpress/Patriot Express Loan Authorization](#)

*If Applicable*

[SBA Form 912: Statement of Personal History](#)  
[USCIS Form G-845: Document Verification Request](#)

### **Small/Rural Lender Advantage Application Forms**

*Always Required*

[Form 2301- Part A: Application Form](#)  
[Form 2301- Part B: Lender's Application for Guaranty](#)  
[Form 2301- Part C: Eligibility Questionnaire](#)

*If Applicable*

[IRS Form 4506T: Request for Transcript of Tax Return](#)  
[Form 912: Statement of Personal History plus required explanations on Addendum B from SBA Eligibility Questionnaire for Standard 7\(a\)](#)  
[SBA Eligibility Questionnaire for Standard 7\(a\) Addendum E: if Debt Refinancing](#)  
[SBA Eligibility Questionnaire for Standard 7\(a\) Addendum F: if Change of Ownership](#)  
[USCIS Form G-845: Document Verification Request](#)

### **Common Closing Forms**

[Form 147: Note](#)  
[Form 159: Fee Disclosure Form](#)  
[Form 1050: Settlement Sheet](#)  
[Form 1846: Statement Regarding Lobbying](#)  
[Form 722: EEO Poster](#)  
[Form 160: Resolution of Board of Directors](#)  
[Form 148: Unconditional, unlimited guarantee or Form 148L: Unconditional, limited guarantee](#)  
[Form 155: Standby Agreement](#)  
[Form 601: Agreement of Compliance \(Executed by Construction Contractors- contract value greater than \\$10,000\)](#)

### **Miscellaneous Forms**

[SBA Form 2237: 7\(a\) Loan Post Approval Action Checklist](#)  
[Servicing Matrix](#)

## Save the Date – 1502 Reporting Update For Servicing SBA Loans

**Monday, September 19, 2011**

**“Ready-Talk Training”**

**1502 Reporting for SBA Loans**

**9:00 A.M. to 10:30 A.M. (Central Time)**

*For lending officers in SBA’s Region VII (Iowa, Kansas, Missouri and Nebraska)  
who prepare and submit 1502 Monthly SBA Reports to Colson Services*

**Speaker:** Christopher Anthony, VP, Colson Services

### Via Ready Talk Conference Call

ReadyTalk is an interactive system – allowing you to participate from your home or office by conference call while following along with the visual presentations using an Internet connection. The call-in number is (866) 740-1260 and the access code **is 3070901#**. To access the visual presentation:

- Go to [www.readytalk.com](http://www.readytalk.com)
- Enter access code **3070901** in the “Access Code” box under “Participant Login”
- Fill out the required registration information and click “submit”.

## SBA Lender Activity Report for JULY

LENDER NAME	LOCATION	#	AMOUNT	LENDER NAME	LOCATION	#	AMOUNT
FREEDOM SECURITY BANK	CORALVILLE	4	\$680,000	FIRST NATIONAL BANK	AMES	1	\$250,000
UNITED BANK OF IOWA	IDA GROVE	3	\$885,000	EXCHANGE STATE BANK	COLLINS	1	\$240,000
IOWA BUSINESS GROWTH CO.	JOHNSTON	3	\$675,000	WELLS FARGO BANK	IOWA	1	\$236,000
FIRST CENTRAL STATE BANK	DE WITT	3	\$227,000	FIRST AMERICAN BANK	FORT DODGE	1	\$235,500
HILLS BANK & TRUST CO.	HILLS	2	\$1,121,200	FARMERS STATE BANK	MARION	1	\$220,000
NORTHWEST BANK	SPENCER	2	\$1,006,700	CORP FOR ECON. DEV.	DES MOINES	1	\$186,000
SIOUXLAND ECON. DEV. CORP.	SIOUX CITY	2	\$839,000	SUMMIT BANK OF KANSAS CITY	MISSOURI	1	\$170,000
MIDWESTONE BANK	CONRAD	2	\$568,800	HERITAGE BANK NATL ASSOC	HOLSTEIN	1	\$150,000
BLACK HAWK ECON. DEV.	WATERLOO	2	\$444,000	NORTHWEST BANK & TRUST CO.	DAVENPORT	1	\$100,000
GREAT WESTERN BANK	IOWA	2	\$214,000	FARMERS STATE BANK	ALGONA	1	\$70,000
SECURITY SAVINGS BANK	EAGLE GROVE	1	\$1,305,000	LINCOLN SAVINGS BANK	CEDAR FALLS	1	\$38,000
GATEWAY STATE BANK	CLINTON	1	\$650,000	U.S. BANK	IOWA	1	\$16,000
OHNWARD BANK & TRUST	CASCADE	1	\$383,500	GREAT SOUTHERN BANK	MISSOURI	1	\$15,000
E.C.I.A. BUSINESS GROWTH, INC.	DUBUQUE	1	\$291,000				

*The following lenders were participant lenders in the SBA’s 504 Loan Program in Iowa during the month of July*

LENDER NAME	LOCATION	#	AMOUNT	LENDER NAME	LOCATION	#	AMOUNT
BANK IOWA	HUMBOLDT	1	\$775,000	FARMERS STATE BANK	CEDAR RAPIDS	1	\$215,000
PINNACLE BANK	NEBRASKA	1	\$500,593	NORTHWOODS STATE BANK	MASON CITY	1	\$211,000
BANKIOWA	INDEPENDENCE	1	\$377,953	FARMERS STATE BANK	JESUP	1	\$162,500
DUBUQUE BANK & TRUST	DUBUQUE	1	\$352,650				