SBA Procedural Notice

TO: All SBA Employees	**CONTROL NO.:** 5000-1238
SUBJECT: 7(a) Loan Origination 10-Tab Submission Tool	**EFFECTIVE:** 05-18-2012

Background

The 7(a) Loan Guaranty Processing Center (LGPC) has historically accepted loan application packages via mail, fax, and FTP (SendThisFile) with no requirements for document organization. As part of its continuing effort to provide excellent customer service, the LGPC has developed a 10-Tab Submission tool to streamline the submission of all loan applications processed at the LGPC.

This new feature applies to applications submitted under Standard 7(a) (including CAPLines, Dealer Floor Plan Pilot Program, and International Trade loans), the Certified Lender Program (CLP), Small/Rural Lender Advantage (S/RLA), Small Loan Advantage (SLA) applications that cannot be submitted under the lender's delegated authority, and the Community Advantage Pilot Loan Program (CA Pilot).

Incentives for Using 10-Tab Format

SBA highly encourages use of the 10-Tabs, as it will assist SBA's lending partners in preparing complete and orderly packages for submission, reduce the number of incomplete applications, and allow for improved LGPC processing times. Lenders are not required to use the 10-Tab tool for applications submitted to the LGPC at this time; however, packages not organized using the 10-Tab format may experience longer processing times. Later this fiscal year, SBA expects to issue a notice identifying a specific date when lenders will be required to submit origination packages using the 10-Tab format.

7(a) 10-Tab Origination Submission Process

To aid in this submission process, the LGPC has developed the following 7(a) submission tools and information which can be found at www.sba.gov/For Lenders/SBA Loan Programs/Forms Loan Package Tool/Standard 7(a)/CLP/7(a) Submission Instructions and Checklist:

    a. 7(a) Submission Instructions and Checklist,

    b. Templates for Application Submission,

    c. Printable Submission Templates, and

    d. Submission Tutorial.

Training

SBA is in the process of training District Office staff on the 10-Tabs and the submission process so they can provide training to lenders. District Office staff and the LGPC are available to provide training to lenders directly or via Webinars.   If you have questions about the required documentation, or to request training, please contact your local Lender Relations Specialist or the LGPC.

SBA's Lender Relations Specialists may be found at: http://www.sba.gov/for-lenders and the LGPC at: http://www.sba.gov/CitrusHeightsLGPC .

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