



# SBA Information Notice

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**TO:** All SBA Employees

**CONTROL NO.:** 5000-1372

**SUBJECT:** SBA Express/Export Express Loan  
Authorization Issued

**EFFECTIVE:** January 8, 2016

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The purpose of this Notice is to announce the issuance of an updated SBA Express Loan Authorization (“Authorization”). The revised Authorization incorporates Export Express and will be used for both SBA Express and Export Express loans. Lenders may begin using the revised Authorization immediately. However, to allow for a smooth transition, the previous edition of the SBA Express Authorization may be utilized for both SBA Express and Export Express loans through January 14, 2016. Beginning January 15, 2016, lenders must use the updated Authorization.

The revised Authorization is attached to this Notice and is available on the SBA website on the “For Lenders” page.

## **Notifications and Questions**

SBA field offices must notify lenders about this new Authorization. Questions concerning this Notice may be directed to the Lender Relations Specialist in the local SBA field office. The local SBA field office may be found at [www.sba.gov/about-offices-list/2](http://www.sba.gov/about-offices-list/2). Questions can also be directed to the Export Finance Manager at the local U.S. Export Assistance Center who may be found at <https://www.sba.gov/content/us-exports-assistance-centers>.

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Ann Marie Mehlum  
Associate Administrator  
Office of Capital Access

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Eileen Sánchez  
Associate Administrator  
Office of International Trade

Attachment

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**EXPIRES:** 1/1/17

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SBA Form 1353.3 (4-93) MS Word Edition; previous editions obsolete  
Must be accompanied by SBA Form 58

## Attachment

U.S. Small Business Administration

### AUTHORIZATION (SBA Express / Export Express Loan)

SBA Loan# [Number]

U.S. Small Business Administration

[SBA Field Office's Name]

[Address]

[City, State, Zip]

Lender:

[Lender's Name]

[Address]

[City, State, Zip]

Lender is issuing this SBA Express or Export Express Loan Authorization for SBA to guarantee **[Percent Guaranteed]** of a loan in the amount of **[\$Loan Amount]** to be made by Lender to assist:

Borrower: **[Name, dba, Address, City, State, Zip for each borrower]**

Lender must have a valid SBA Loan Guarantee Agreement (SBA Form 750 and 750B for short term loans, if applicable), and a valid SBA Express Supplemental Loan Guaranty Agreement (SBA Form 2424) or Export Express Supplemental Loan Guaranty Agreement (SBA Form 2426) (depending on the type of loan).

Lender's issuance is in accordance with the SBA Express Supplemental Loan Guaranty Agreement between Lender and SBA for an SBA Express Loan, or the SBA Export Express Supplemental Loan Guaranty Agreement between Lender and SBA for an Export Express Loan.

Lender must comply with all SBA Loan Program Requirements, as defined in 13 CFR 120.10, all of which may be amended from time to time.

This Authorization is subject to the application (including SBA Form 1919) submitted by Borrower to the Lender, the Lender's representations to SBA, and the following terms and conditions:

1. Lender must make first disbursement of the loan no later than **[number of months]** months, and complete disbursement no later than **[number of months]** months, from the date of this Authorization. For a revolving line of credit loan, Lender must make no disbursement of this loan beyond the maturity date.

2. The GUARANTEE FEE IS: **[\$Amount]**

Lender must pay the guarantee fee within 90 days of the approval date of this Authorization.

Failure to timely pay the guarantee fee will result in cancellation of the SBA guarantee. The 90-day deadline may not be extended. Lenders are required to make their payments electronically.

Payment can be made at [www.pay.gov](http://www.pay.gov) or by ACH if they have previously enrolled with the SBA.

No part of the guarantee fee is refundable if Lender has made any disbursement. Lender may collect this fee from Borrower after initial disbursement of Loan; however, when an escrow closing is used, Lender may not collect the fee until all Loan funds have been disbursed to the Borrower from the escrow account. Borrower may use Loan proceeds to reimburse Lender for the guarantee fee.

For loans with a maturity of 12 months or less, Lender must pay the guarantee fee within 10 business days from the date the SBA loan number is assigned and before signing this Authorization. No guarantee exists if Lender has not timely paid the guarantee fee in full. SBA will not refund the guarantee fee after the date of this Authorization except as provided in SOP 50 10. Payment of the guarantee fee is not contingent upon disbursement. Lender may collect this fee from Borrower upon receipt of the SBA loan number. Borrower may use loan proceeds to reimburse Lender for the guarantee fee.

For loans of \$150,000 or less with a maturity of more than 12 months, Lender may retain 25% of any required guarantee fee but must remit the remainder to SBA.

3. Lender must have Borrower execute a Note containing the following repayment terms:

**[Repayment Terms]**

4. Lender must develop and maintain evidence of a system or process to reasonably ensure that proceeds of loan were used for the following eligible business purposes:

**[Show specific uses for which loan is authorized, broken down by category. Total of all categories must equal total loan.]**

5. Lender must satisfy the following collateral conditions:

**[List all collateral that will secure loan, if any, and all Personal Guaranties. Specify lien position and title evidence required.]**

LENDER

By: \_\_\_\_\_ (Authorized Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Print Name/Title)