

**Good Delivery Requirements  
Small Business Administration Loans (“SBA”)**

**\*Note: Loan must be properly closed and fully disbursed prior to settlement date**

Documents to be included in all Transaction Packages:

**A. SBA Form 1086, completed and executed by Lender.**

- Corrections or whiteouts are not accepted by Colson Services Corp.(The Fiscal and Transfer Agent for SBA)

**B. Copy of SBA Form 147 (Promissory Note).**

**Step 1:** The following legend must be printed on the **original note**, signed and dated by an authorized officer of the bank: "The guaranteed portion of the outstanding principal balance of this note has been transferred to a Registered Holder for value." Upon completion, make a **COPY of the Original Note**. The signature on the legend will be a photocopy.

**Step 2:** On the **COPY of the Original Note**, the following certification must be printed: "We certify this document to be a true and correct copy of the Original Note." **This certification must also be signed and dated (Preferably in blue ink.) Signature must be original signature on the certification (A photocopy is not acceptable.)**

**C. Copy of U.S. Small Business Administration Authorization (SBA Guaranteed Loan)**

**D. Payment History indicating the current status of Borrower; if new loan, please send transcript showing date(s) and amounts of disbursement.**

**E. Documentation from the SBA approving any changes in the U.S. Small Business Administration Authorization that affect repayment terms (the Note) must accompany this form.**

Upon receipt and verification of the above information, Purchaser will submit the complete document package to Colson Services Corp.

Colson Services Corp. (FTA) will review and approve the completed document package and notify the Purchaser to arrange a settlement date.

The Purchaser will contact the Lender prior to settlement to verify the Borrower's last payment date and remaining principal balance. Settlement will be made by wire transfer of funds on the designated date agreed upon by the Purchaser and the Lending Institution.