

COASTAL SECURITIES, INC.

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 the Promissory Note (SBA Form 147).**

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 SBA Loan Authorization – SBA’s formal approval of the guaranteed loan.**

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

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.**

F. **Please submit the document package to:**

**Coastal Securities
5555 San Felipe, Suite 2200
Houston, TX 77056**

Upon receipt and verification of the above information, Coastal Securities will submit the complete document package to Colson Services Corp., the Fiscal and Transfer Agent (FTA) for SBA.

Colson Services Corp. will review and approve the completed document package and notify Coastal Securities to arrange a settlement date with the originating lender.

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

Should you have any questions regarding the above information, please contact your Sales Representative or a Settlement Cashier at 1-800-489-3232.