



Guidehouse, FTA  
685 3rd Ave, 14<sup>th</sup> Floor  
New York, NY 10017

Date: February 28, 2023

SBA's Fiscal Transfer Agent Services will perform under the following SBA authorized guidelines for the SBA 7(a) Secondary Market:

**Certificate Issuance**

Schedule: Daily

SBA Guaranteed Interest Certificates and Confirmation of Originator Fee (COOF) Certificates will be sent via overnight mail within two business days of all completed transactions. Large bulk transactions may require additional processing time for physical issuances.

**Sale of SBA 7(a) Loans into SBA's Secondary Market**

Schedule: Daily

Lenders must submit all required documents to sell the guaranteed portion of an SBA 7(a) loan to [SettlementExpress@sba.gov](mailto:SettlementExpress@sba.gov):

1. A fully executed SBA Form 1086.
2. A true and certified copy of the Borrower's Note, including true and certified copies of any amendments or modifications. All Notes, modifications, or amendments presented for sale must have the SBA Loan Number on the first page of each document.

The SBA Form 1086 and the true and certified copy legend(s) must be signed electronically in compliance with SOP 50 10 6, Appendix 10.

**SBA 7(a) Secondary Market Certificate Transfers**

Schedule: Wednesday, March 1, 2023, through Monday, March 27, 2023

Assignees may present SBA Form 1088, Secondary Market Assignment and Disclosure Form, and described registered certificate for transfer and registration into the Assignee's name to Guidehouse, 685 3<sup>rd</sup> Avenue, 14<sup>th</sup> Floor, New York, NY 10017 via overnight mail.

### **SBA 7(a) Secondary Market Payoff Redemptions**

Schedule: Daily

Please use the instructions below to submit your inputs for loan payoffs to Guidehouse.

- Lenders must submit all 10 Day Notices and Prepayment Certifications through the [10 Day Notice Processing Application](#), which is available the Capital Access Financial System (CAFS).
- Lenders must submit payoff-related SBA Form 1502 via the 1502 Gateway.
- Lenders must wire payoff funds to the following account:

<b>Payment Type</b>	<b>Routing Number (Wire Only)</b>	<b>Account Number</b>	<b>Account Name</b>	<b>Text</b>
Payoffs, Prepayments, Repurchases, Prepayment Penalty for Secondary Market Loans	121000248	7253190214	CTCNA FBO 7a Payoffs	GP #, Bank Name, and Principal and Interest Breakdown

- Registered Holders notified of receipt of prepayment funds by the FTA may present SBA Form 1088 and described registered certificate for Final Redemption to Guidehouse, 685 3<sup>rd</sup> Avenue, 14<sup>th</sup> Floor, New York, NY 10017 via overnight mail.

### **SBA 7(a) Pooling**

Schedule: Friday, March 10, 2023, through Monday, March 20, 2023

SBA 7(a) Loan Pool Assemblers shall submit SBA Pools for approval through PSU Online, which is accessible through the Capital Access Financial System (CAFS).

FTA will issue eligible CUSIP and Pool Numbers within two business days of submission.

Schedule: Tuesday, March 14, 2023, through Wednesday, March 22, 2023

Assemblers may submit all required physical pool documentation following standard policies and procedures to Guidehouse, 685 3<sup>rd</sup> Avenue, 14<sup>th</sup> Floor, New York, NY 10017 via overnight mail.

FTA will issue SBA Guaranteed Loan Pool Certificates and any related Confirmation of Originator Fee Certificates within two business days of receipt of all required physical pool documentation for March 2023 formations.