

Guaranteed Interest Certificates (GICs) Required Transfer Documentation Checklist

The following identifies the necessary documentation needed for all ownership transfer requests from secondary market holder to subsequent secondary market holder, including Guaranteed Interest Certificates (GIC) and Confirmation of Originator Fees (COOF) Holders, which should be submitted to Transfer@sba.gov. Step by step instructions are included below to ensure all document fields are correctly completed prior to submission.

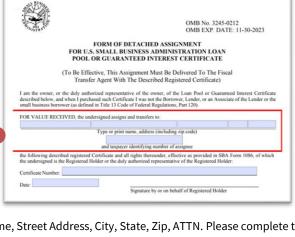
As per Section 5(h)(1)(C) of the Small Business Act, 15 U.S.C. 634 (h)(1)(C), the seller must submit a properly completed copy of SBA Form 1088 to the Fiscal Transfer Agent (FTA). The FTA will not process transfers unless this requirement is met. The FTA will provide written confirmation of all disclosure information to the buyer when the certificate is delivered.

| Document | Submission | Signature |
|--|-------------------|---|
| □ Completed <u>SBA Form 1088</u> – Secondary Market Assignment & Disclosure Form Information ○ <u>Detached Assignment</u> <u>Manifest</u> | Physical Mail | Wet signature needed with signature guarantee |
| Physical SBA Guaranteed Interest Certificate or SBA Certificate of Originator Fee | Physical Mail | N/A |
| ☐ Debit Fee Sheet or Proof of Wire (covering \$20 transfer fee/loan) | Email and/or Mail | N/A |
| □ New Purchaser Account Creation (if necessary)○ <u>W-9</u> | Email and/or Mail | W-9 requires a wet signature |

SBA Form 1088 – Secondary Market Assignment & Disclosure Form Information

Form of Detached Assignment: Page 1

- ☐ For Value Received Line: 1
 - Institution Name: The specific name of the assignee, not the general Institution name.
 - Address: The mailing address where new certificates should be mailed to. Mailing address should include an ATTN: to point of contact following the zip code.
 - Note: The number of boxes does not align with the recommended format: Name, Street Address, City, State, Zip, ATTN. Please complete the boxes aligning to that format to the best of your abilities.
 - Tax ID: Nine-digit ID corresponding to the specific assignee.
- ☐ Certificate Number: 2
 - For individual transfers, the
 Certificate number should be written.
 - If one 1088 is being submitted on behalf of multiple loans within the transfer request, "See Attached Manifest" can be written and utilize the Detached Assignment Manifest below.
 - Physical manifest must be included in the transfer package. Excel manifest must be sent to Certificate Transfers team at Transfer@sba.gov.
 - FTA Template: <u>Detached Assignment Manifest</u>
 - SBA loan numbers should be listed in ascending order.
 - Date:
 - The date that Form 1088 is being signed and completed.
 - Signature on or behalf of Registered Holder:
 - Wet signature required by name of the current Registered Holder.
 - Note: If the Signature Guaranteed Medallion Stamp is being used to guarantee, the signature this section is not required.



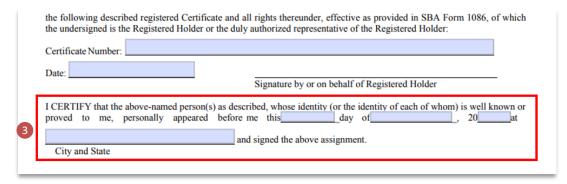
FORM OF DETACHED ASSIGNMENT FOR U.S. SMALL BUSINESS ADMINISTRATION LOAN POOL OR GUARANTEED INTEREST CERTIFICATE

(To Be Effective, This Assignment Must Be Delivered To The Fiscal Transfer Agent With The Described Registered Certificate)

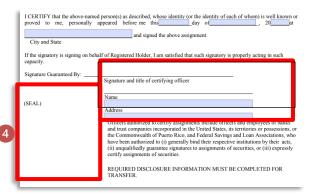
OMB No. 3245-0212 OMB EXP. DATE: 11-30-2023



- ☐ "I CERTIFY" ③
 - Current Registered Holder should complete the day, month, year, and signature by or behalf of Registered Holder's current location.
 - Note: If the Signature Guaranteed Medallion Stamp is being used to guarantee, the signature this section is not required.



- Signature Guaranteed By: complete only one option below. 4
 - o Raised Corporate Seal: Placed in the (Seal) section.
 - Wet signature on the Signature Guaranteed By line, followed by printed name of signatory and address of current Registered Holder.
 - Signature Guaranteed Medallion
 Stamp: can be placed on the Signature
 Guarantee By line. Signature required
 on the signature line.



Secondary Market Disclosure Form Information: Form 1088 Part B, pg. 3

Note: <u>If the transaction does not constitute a sale, this data is not required;</u> however, the clause: "this does not constitute a sale" must be noted on Form 1088 below the "For Valued Received" section.

For this section, complete all data fields, including:

- Constant Annual Prepayment Rate Assumption %
- Certificate Scheduled Maturity Date
- o Price & as a percentage of par
- Certificate Interest Rate.
- Interest rate ceiling and floor, only if applicable.





- o Further examples are covered on Page 5 of 1088 Form.
- o Mortgage Yield.
- o Bond Equivalent Yield.

Physical SBA Guaranteed Interest Certificate or SBA Certificate of Originator Fee

☐ All certificates in the transfer request must be present in the package in ascending order of SBA loan number.

Debit Fee Sheet or Proof of Wire (covering \$20 transfer fee/loan)

- ☐ Providing a debit fee sheet covering the \$20 fee per transferred loan.
- ☐ If the Registered Holder does not have a debit account set-up, please use the below wiring instructions.
 - Account Number: 7253190180
 - o Account Name: Guidehouse Operating DDA
 - o Routing Number: 121000248 (Computer Share Paying Agent)
 - o Memo: Company Name, SBA Transfers

New Purchaser Account Creation (if necessary)

- A new account will need to be created if the new Registered Holder does not have a preexisting PR or ORIG ID under the desired Tax ID.
- ☐ Required Items to Create an Account:
 - Completed <u>W-9</u> or W-8 (international/non-domestic Firm). W-9 should be scanned and sent via email. A wet signature is **required** for it to be accepted.
 - o Wiring Instructions for future funds to be remitted to.
 - Mailing Address with an Attn: to Point of Contact to be put on record and for future Certificates to be mailed to.
 - Two (2) points of contact with email and phone numbers for future payment statements to be sent to.

