



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 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------------------------|
| <input type="checkbox"/> Completed SBA Form 1088 – Secondary Market Assignment & Disclosure Form Information <ul style="list-style-type: none">o Detached Assignment Manifest | Physical Mail | Wet signature needed with signature guarantee |
| <input type="checkbox"/> Physical SBA Guaranteed Interest Certificate or SBA Certificate of Originator Fee | Physical Mail | N/A |
| <input type="checkbox"/> Debit Fee Sheet or Proof of Wire (covering \$20 transfer fee/loan) | Email and/or Mail | N/A |
| <input type="checkbox"/> New Purchaser Account Creation (if necessary) <ul style="list-style-type: none">o W-9 | 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: [Detached Assignment Manifest](#)
 - 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.

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

**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)

I am the owner, or the duly authorized representative of the owner, of the Loan Pool or Guaranteed Interest Certificate described below, and when I purchased such Certificate I was not the Borrower, Lender, or an Associate of the Lender or the small business borrower (as defined in Title 13 Code of Federal Regulations, Part 120).

FOR VALUE RECEIVED, the undersigned assigns and transfers to:

Type or print name, address (including zip code)

and taxpayer identifying number of assignee

the following described registered Certificate and all rights thereunder, effective as provided in SBA Form 1086, of which the undersigned is the Registered Holder or the duly authorized representative of the Registered Holder:

Certificate Number: _____

Date: _____

Signature by or on behalf of Registered Holder

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Type or print name, address (including zip code)

and taxpayer identifying number of assignee

the following described registered Certificate and all rights thereunder, effective as provided in SBA Form 1086, of which the undersigned is the Registered Holder or the duly authorized representative of the Registered Holder:

Certificate Number: _____

Date: _____

Signature by or on behalf of Registered Holder

❑ “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.

the following described registered Certificate and all rights thereunder, effective as provided in SBA Form 1086, of which the undersigned is the Registered Holder or the duly authorized representative of the Registered Holder:

Certificate Number: _____

Date: _____

Signature by or on behalf of Registered Holder

³ I CERTIFY that the above-named person(s) as described, whose identity (or the identity of each of whom) is well known or proved to me, personally appeared before me this _____ day of _____, 20____ at _____ and signed the above assignment.
City and State

❑ Signature Guaranteed By: **complete only one option below.** ⁴

- 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.

I CERTIFY that the above-named person(s) as described, whose identity (or the identity of each of whom) is well known or proved to me, personally appeared before me this _____ day of _____, 20____ at _____ and signed the above assignment.
City and State

If the signatory is signing on behalf of Registered Holder, I am satisfied that such signatory is properly acting in such capacity.

Signature Guaranteed By: _____
Signature and title of certifying officer _____

(SEAL) _____
Name _____
Address _____

⁴ Officers authorized to certify assignments include officers and employees of banks and trust companies incorporated in the United States, its territories or possessions, or the Commonwealth of Puerto Rico, and Federal Savings and Loan Associations, who have been authorized to (i) generally bind their respective institutions by their acts, (ii) unqualifiedly guarantee signatures to assignments of securities, or (iii) expressly certify assignments of securities.

REQUIRED DISCLOSURE INFORMATION MUST BE COMPLETED FOR TRANSFER.

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

Note: If the transaction does not constitute a sale, this data is not required; 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
- Price & as a percentage of par
- Certificate Interest Rate.
- Interest rate ceiling and floor, only if applicable.

PART B: INDIVIDUAL LOAN CERTIFICATES

1. Constant Annual Prepayment Rate Assumption _____ % per year.
2. Certificate Scheduled Maturity Date _____
3. Price. (Net of transfer fee and accrued interest. Otherwise include all money and any other items of value exchanged) \$ _____ As a percentage of par _____ %
4. Certificate interest rate. (Supply the certificate interest rate from the front of the certificate. For fixed rate loans fill in the coupon rate. For variable rate loans use the spread over or under Base Rate. (e.g., enter variable “Base Rate + 1%.”) _____ %
5. Coupon used to determine yields on variable rate loan.
6. Interest rate ceiling and floor, if any, on variable rate loan. Ceiling _____ % Floor _____ %
7. Delay days to first payment: 75 days for an individual loan.
8. Cash flow yield based upon preceding information. Enter both mortgage and bond equivalent yield. For a variable rate loan, the yield should be based upon the current coupon rate and should be entered as a spread against Base Rate. (Example: Base Rate + 1.0% based upon 10% Base Rate).
9. Mortgage yield:
[Fixed rate loans] _____ %
[Variable rate loans] Base Rate (+/- _____) _____ % based upon _____ % Base Rate

Bond equivalent yield:
[All loans] _____ %
[Variable rate loans only] Base Rate (+/- _____) _____ % based upon _____ % Base Rate



- Further examples are covered on Page 5 of 1088 Form.
- Mortgage Yield.
- 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
 - Account Name: Guidehouse Operating DDA
 - Routing Number: 121000248 (Computer Share Paying Agent)
 - 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 pre-existing PR or ORIG ID under the desired Tax ID.
- Required Items to Create an Account:
 - Completed [W-9](#) 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.
 - 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.