



Initial Confirmation of Originator’s Fee (COOF) Checklist

To form a COOF after a Guaranteed Interest Certificate was issued, submit the following documents to Transfer@sba.gov. Step by step instructions are included below to ensure all document fields are correctly completed.

Document	Submission Process	Signature
<input type="checkbox"/> Physical Guaranteed Interest Certificate (GIC) to be stripped and re-issued.	Physical Mail	N/A
<input type="checkbox"/> Notice of Originator Fee Form	Physical Mail	Wet signature
<input type="checkbox"/> Bulk COOF Creation Manifest Template	Email and/or Mail	N/A
<input type="checkbox"/> Form 1088 (if necessary)	Physical Mail	Wet signature with signature guarantee
<input type="checkbox"/> Fee Sheet or Proof of Wire (if necessary)	Email and/or Mail	N/A

Notice of Originator Fee Form

- Loan Number: 1
 - If the form covers a single COOF creation, the loan number should match the incoming GIC.
 - If the form is accounting for multiple transfers and a manifest will be provided, “See Manifest Attached” is adequate in the loan number line.

Deliver to:
SBA Fiscal Transfer Agent
685 3rd Avenue 14th Floor,
New York, NY 10017
Attention: 7(a) SBA Operations

AN ORIGINATOR'S FEE IS AVAILABLE TO THE ORIGINATING BROKER OR HIS DESIGNEE UPON SETTLEMENT OF A LOAN, A SUBSEQUENT TRANSFER, OR PRESENTATION OF A LOAN TO BE POOLED.

To request an Originator's fee at the time of settlement, a Notice of Originator's Fee must accompany the settlement documentation presented by the broker/dealer. There is no fee for this transaction.

If an Originator's fee is to be taken for the first time on a subsequent transfer, no fee is required. This notice must be attached to the back of the certificate, along with the necessary assignment and disclosure forms.

There is a \$20.00 fee for the subsequent transfer of an existing Originator fee.

If a loan is being presented to be pooled, there will be no charge to set up an Originator Fee, which would be equal to the difference between the net rate on the individual loan and the interest rate of the pool. This notice must accompany the certificate presented for pooling prior to settlement of the pool. The Originator's Fee will not be reflected on Guidehouse's records until the pool has settled.

Therefore, let it be resolved that the purchaser or assignee of loan number _____

- For the [Bulk COOF Creation Manifest Template](#), all columns in the template are required. Loan numbers should be listed in ascending order.

❑ **Originator’s Fee:**

- If this rate is fixed for life, the Originator % should only be included in this section.
- If the loan’s current Interest Paid to Date is prior to the loan’s date of first interest rate adjustment (Float date) and an interim rate will be applied:

- ② Note the interim rate on the first percent (%) line.
- ③ The Float date should be noted on the line following “until.”
- ④ Note the for life percent (%).

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To request an Originator’s fee at the time of settlement, a Notice of Originator’s Fee must accompany the settlement documentation presented by the broker/dealer. There is no fee for this transaction.

If an Originator’s fee is to be taken for the first time on a subsequent transfer, no fee is required. This notice must be attached to the back of the certificate, along with the necessary assignment and disclosure forms.

There is a \$20.00 fee for the subsequent transfer of an existing Originator fee.

If a loan is being presented to be pooled, there will be no charge to set up an Originator Fee, which would be equal to the difference between the net rate on the individual loan and the interest rate of the pool. This notice must accompany the certificate presented for pooling prior to settlement of the pool. The Originator’s Fee will not be reflected on Guidehouse’s records until the pool has settled.

Therefore, let it be resolved that the purchaser or assignee of loan number _____
 hereby instructs Fiscal Transfer Agent to pass through an originator’s fee of _____ %
 per annum with accrued interest from _____ until _____ then _____ for life.

❑ **Accrued Interest From: ⑤**

- The current Interest Paid-to-Date of the loan.
- This will become the Interest from Date of the COOF.

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Therefore, let it be resolved that the purchaser or assignee of loan number _____
 hereby instructs Fiscal Transfer Agent to pass through an originator’s fee of _____ %
 per annum with accrued interest from _____ until _____ then _____ for life.

❑ **Assignee ⑥**

- The specific name of the receiving account, not the general Institution name. This account will receive the physical COOF and all following payments.

❑ **Address ⑦**

- The mailing address where new certificates should be mailed to. Mailing address should include an ATTN: to point of contact.

❑ **Tax ID ⑧**

- ID ① corresponding to the specific receiving account.

Therefore, let it be resolved that the purchaser or assignee of loan number _____
 hereby instructs Fiscal Transfer Agent to pass through an originator's fee of _____ %
 per annum with accrued interest from _____ until _____ then _____ for life.

6 _____
 Assignee

7 _____
 Address including postal zip code

8 _____
 Taxpayer identification number

FTA will issue a Confirmation to the purchaser of the Originator's Fee upon pool settlement, transfer or settlement of the above cited loan. The confirmation must be used for subsequent transfers of the originator's fee.

- ❑ Purchaser/Assignee of Loan: 9
 - The current registered holder of the GIC.
 - *By:* Wet Signature required by an individual at the current registered holder.
 - *Company:* Institution currently the Registered Holder of the GIC

Assignee

Address including postal zip code

Taxpayer identification number

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9 PURCHASER/ASSIGNEE OF LOAN:
 BY: _____
 DATE: _____
 COMPANY: _____

PURCHASER OF ORIGINATOR'S FEE:
 BY: _____
 DATE: _____
 COMPANY: _____

- ❑ Purchaser of Originator's Fee: 10
 - The first and current Registered Holder of the COOF.
 - The Assignee and Purchaser of Originator's Fee information can be the same if the intent is that the current GIC holder will also become the current COOF holder.
 - *By:* Wet Signature by an individual at the Firm receiving the COOF.
 - *Company:* New Registered Holder firm

Assignee

Address including postal zip code

Taxpayer identification number

FTA will issue a Confirmation to the purchaser of the Originator's Fee upon pool settlement, transfer or settlement of the above cited loan. The confirmation must be used for subsequent transfers of the originator's fee.

PURCHASER/ASSIGNEE OF LOAN:
 BY: _____
 DATE: _____
 COMPANY: _____

10 PURCHASER OF ORIGINATOR'S FEE:
 BY: _____
 DATE: _____
 COMPANY: _____

Form 1088

- If the GIC is being transferred at the time of the COOF creation, a corresponding [Form 1088](#) and Disclosure Form information is required. See 1088 Instructions.
- If the GIC will remain with the current registered holder after the Originator % is applied, the Form 1088 is not required.
- If applicable, [account creation information](#)

Fee Sheet or Proof of Wire

- If the loan is only being stripped**, there is no \$20 loan transfer fee regardless of if the COOF is going to a new registered holder.
- If the loan is being stripped and the GIC is being transferred**, a \$20 fee per loan will be required. This can be covered through a debit fee sheet or proof of wire.
 - A debit fee sheet is for those who have a Purchaser/Registered Holder account set up with the FTA.
- Provide a debit fee sheet covering the \$20 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*