iCAP Guaranty Sale Application: Requirements for Lenders

Dear Guaranty Sale Lenders,

Now that we are a few weeks into the mandatory implementation of the Guaranty Sale Application, we would like to share a few Requirements to help ensure a smooth and efficient experience:

1. **Establish wire instructions before assigning loans.**
   If your institution is using the Guaranty Sale Application for the first time, make sure it has established its loan portfolio wire instructions before assigning any loans to investors. This step only needs to be completed once.

2. **Report loans as fully disbursed before assigning them for sale.**
   Before assigning a loan to an investor within the Guaranty Sale Application, confirm that the loan has been successfully reported as fully disbursed. For instructions on how to mark a loan as fully disbursed, see the procedural notice: https://catran.sba.gov/ftadistapps/ftawiki/pdf/p.cfm?a=Procedural%20Notice%20Secondary%2Epdf

3. **Complete the Note Form before completing SBA Form 1086.**
   Once a loan has been assigned, upload the Note and complete all required fields on the Note Form. Fields in SBA Form 1086 pull information directly from the Note section, so this information must be completed before SBA Form 1086 can be finalized.

4. **Confirm the latest payment information before signing SBA Form 1086.**
   Before electronically signing SBA Form 1086, you will have an opportunity to update the most recent Interest Paid-To Date and Outstanding Loan Balance. Please ensure these values accurately reflect the latest borrower payment and consider any upcoming borrower payments that may affect the outstanding balance. Once SBA Form 1086 is signed, these values cannot be changed.

5. **First-time loan sellers: Submit Form W-9.**
   If your institution is selling a loan in the secondary market for the first time, submit a completed Form W-9 using the latest IRS version to FTA@sba.gov before the Guaranty Sale FTA Review.

Following these requirements will help make the Guaranty Sale process as smooth and efficient as possible.

Thank you for your continued partnership and support during the transition to the Guaranty Sale Application.

Best,
Guaranty Sale Team