



## **SBA Lender Information**

(State Chartered, Federally Insured Credit Unions)

**On institutional letterhead, please answer the following questions:**

1. Do you provide routine technical assistance (training, instruction, management counseling, etc.) to your members or customers? If yes, please describe.
2. An estimate of the number and dollar amount of member business loans funded in the last three years.
3. Describe your lending institution's organizational structure including your marketing area and branch office locations. Please include names, addresses, phone/fax numbers, and email addresses of persons that will be involved with SBA programs. SBA will add this information to our mailing list. Additionally, please include the specific name, address, telephone number, fax number, and email address of the person(s) who will have ***overall responsibility*** for your SBA Program. This person(s) will be our main contact. Also describe how you want us to handle customer referrals.
4. Please describe your traditional marketing area and any circumstances in which your institution may extend credit outside of this area.
5. Please attach a copy of your current ***Credit Policy Manual***. If the following questions are not addressed in your policy manual, please discuss these under separate cover:
  - What are the environmental requirements, if any, you imposed on member borrowers?
  - What real estate or equipment appraisal requirements do you require? Specifically, the type of appraisal used and under what situations do you require them.
  - Please describe the type and amount of fees that are customarily charged to member business loan borrowers.
6. If you are a subsidiary of a parent organization, please provide the name and address of the holding company.

## **CHECKLIST OF ITEMS TO RETURN TO SBA:**

<b>Have</b>	<b>Need</b>	<b>OK</b>	<b>Item</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Answers to the six questions above.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Signed SBA Form 750, <i>Loan Guaranty Agreement</i> and if you plan to offer lines of credit, SBA Form 750B, <i>Loan Guaranty Agreement (Short Term)</i> .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Copy of your (1) <i>Charter</i> , (2) <i>Articles of Incorporation</i> , and (3) <i>By-Laws</i> of the Credit Union including any amendments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. A copy of your NCUA insurance certificate evidencing your share deposit insurance coverage.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. A list of all current officers and directors.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Please attach a copy of the credit union board of directors resolution authorizing the identified credit union officer(s) to file an application for SBA lender participation in the 7(a) Loan Program.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Copies of your most recent quarterly and year-end call report filings provided to NCUA.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. A statement of credit union letterhead that acknowledges the absence of any affiliates (an affiliate is defined in Subpart A of 13 CFR & 121.103, page 275) or that the applicant is not primarily engaged in the financing of such affiliates.