



SBA'S NEW 10-TAB SUBMISSION TOOL & STREAMLINED 7(a) LGPC SUBMISSION PROCESS

Now, the SBA has made it easier for lenders to submit 7(a) Loan Guaranty Packages electronically to the SBA's Loan Guaranty Processing Center using the newly revised 10-Tab Submission Tool. With a goal of reducing processing times, the SBA has streamlined the process for electronic submission and has "cut the fat" from the required paperwork in the 10-Tab format.

If you're signed up for the SBA's Procedural Notice service, you may have seen Procedural Notice 5000-1304, effective January 23, 2014. It states that beginning March 1, 2014, lenders must use the 10-Tab format for all 7(a) loan origination submissions to the LGPC.

There's good news in that the [10-Tab Submission Tool](#) is much improved. With fewer and simplified forms, it's easier to gather your documentation and submit complete, well-organized loan origination packages. Instructions and links to all forms are on the SBA website including:

- The 10-Tab Submission PDF files, with instructions
- The LGPC Submission Checklist. Use this along with the 10-Tab submission PDF files to help ensure each application is complete.
- A short PowerPoint presentation with step-by-step instructions on how to put the application and all supporting documents into the 10-Tab PDF format
- A narrated tutorial video, with transcript, demonstrating how to assemble the application and supporting documents into the 10-Tab Submission PDF(s) and submit it to the LGPC

Helpful Hints from JRB

Even a small issue can trigger a screen-out. These tips will help:

- [Tab 1 Application](#) - *In addition to parts B&C of Form 1920SX, include Part A.*
- [Tab 6 Business Financials](#) - *In addition to submitting IRS Form 4506-T (Request for Copy of Tax Return), be sure to include the IRS Verification - the agency's response to the Request - in your submission package.*

At [J. R. Bruno & Associates](#), loan packaging is one of our specialties. We're here to assist you in using the 10-Tab Submission Tool and assuring smooth, seamless 7 (a) loan application processing. Feel free to call me directly at 626.688.2125 or [Contact JRB](#) on our website.

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