

12

Sample Letters & Transmittals

Transmittal letter submitting loan to COLSON for sale	329
Sample Spreadsheet for Submitting Multiple Loans to Colson	330
Letter to bank to notify on new ACH debit	331
Letter to bank to notify of ACH debit removal	332
Quick reference guide	333

Transmittal letter submitting loan to COLSON for sale

*To be prepared on CDC letterhead
or may be on CDC Closing Counsel's letterhead*

Colson Services asks that all CDCs use the sample letter below as their format for submitting loans to Colson for sale. The letter may be on the CDC letterhead or their CDC attorney closing counsel's letterhead. In addition to the boilerplate language in the sample below, CDCs are asked to provide the date, loan name and number, funding (sale) date and signature. Additional language may refer to submission of the W-9, a fee, or other additional information needed from the CDC by Colson. The sample transmittal letter below allows a CDC to check what is enclosed and specifying whether the CDC is submitting originals or copies. For more than one loan, please also enclose spreadsheet as shown in sample on page 308.

ON CDC OR CLOSING ATTORNEY LETTERHEAD

DATE

Colson Services Corporation
Attn: Rich Ventura
504 Loan Department
101 Barclay Street
8th Floor East
New York, NY 10286

Re: **LOAN NUMBER**
LOAN NAME

Dear Mr. Ventura:

We enclose the following items (*check all that are applicable*):

- Original executed Servicing Agent Agreement
- Copy of executed Note (CDC/504 Loan)
- Original executed Debenture
- Original executed ACH Authorization Agreement with voided check
- Original executed IRS Form W-9
- Check for Third Party Lender participation fee in the amount of \$ _____ based on Third Party Loan amount of \$ _____ secured in a senior lien position on Project collateral

It is contemplated that the debenture sale for this Loan will take place on **FUNDING DATE**.

Sincerely,

Letter to bank to notify of new ACH debit

To be prepared on CDC letterhead

CDC Letterhead

Date

Name of Bank
Street Address of Bank
City, State, Zip Code

Attn: ACH Wire Service Department

Re: ACH Debit for (Name on the Account)
Account Number _____

We have an SBA 504 Loan with (Name of the Borrower). His/her monthly Payments will be debited from this account.

This is to advise you that

1. This account will be pre-noted the first business day after the 15th of this month by The Bank of New York, New York as depository for Colson Services Corp., the Central Servicing Agent for the 504 Loan Program. The pre-note amount will be \$0.00.

We ask your cooperation in processing this pre-note. We pre-note to help assure accuracy of the information on the ACH form given to us by our borrower.

2. This account will be debited the first business day of each month for the monthly payment on the SBA 504 loan beginning (month the payments begin).

If there are problems or should you have questions and would like to discuss this further, please call us.

Sincerely,

Letter to bank to notify of ACH debit removal

To be prepared on CDC letterhead

CDC Letterhead

Date

Name of Bank
Street Address of Bank
City, State, Zip Code

Attn: ACH Wire Service Department

Re: ACH Debit for (Name on the Account)
Account Number _____

This is to advise you that the loan for which payments have been debited from this account has been paid in full. Please revoke authorization immediately for any future debits.

If there are problems or should you have questions, please call us.

Sincerely,

Quick Reference Guide

SBA & Other Forms

912	Statement of Personal History
1244	Application for Section 504 Loan
1246	Application for Certification as a CDC
1253	CDC Annual Report Guide
1504	Development Company 504 Debenture
1505	Note – CDC/ 504 Loans
1506	Servicing Agent Agreement
2101	CDC Certification
2229	PCLP Security Agreement
2230	LLRF Deposit Account Control Agreement
IRS Form 4506-T	Request for Transcript of Tax Return
IRS Form W-9	Request for Taxpayer Identification Number and Certification

Definitions and Descriptions

Bank of New York	The trustee and issuing agent for the 504 debenture funding
CDC	Certified Development Company
CFO	Chief Financial Officer
COLSON	Colson Services Corp., the Central Servicing Agent for the 503/504 program
Credit Suisse First Boston	Underwriters for the debenture funding (one of two underwriters)
CSA	Central Servicing Agent
d/b/a	Means “doing business as” and is also called t/a or “trading as.” Used if a business uses a trade name: Burke Inc. d/b/a Burger King
DCFC	Development Company Funding Corporation
DCPC	Development Company Participation Certificates
EPC	Eligible passive company. If the borrower is a different legal entity from the operating company, the borrower is called an EPC.
McKee Nelson LLP	Legal counsel for the underwriters in the sale of DCPCs
Merril Lynch	Underwriters for the debenture funding (one of two underwriters)
NADCO	National Association of Development Companies
OC	Operating company. Term is used to refer to the business if a loan has a different legal entity as a borrower.
PMQD	SBA’s database where loan numbers and loan amounts are maintained
Trustee & Issuing Agent	Bank of New York