

**New Loan: Capital Access Program (CAP) Loan Filing Form**

**Lender Information:**

Lender Institution: \_\_\_\_\_  
 Loan #: \_\_\_\_\_

**CAP Program Information:**

1. Loan Type:    *Line of Credit* -       *Term Loan* -
  
2. Loan Term:    *Years* - \_\_\_\_\_      *Execution Date* - \_\_\_\_\_
  
3. Business/Borrower Information:
  - a. Borrower Legal Name: \_\_\_\_\_
  - b. Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
  - c. County: \_\_\_\_\_
  - d. NAICS Code/Industry: \_\_\_\_\_
  - e. Year Business Started: \_\_\_\_\_
  - f. Gross Revenues (last fiscal year): \_\_\_\_\_
  
4. Loan Proceeds:
  - a. Gross Principal Amount: \_\_\_\_\_
  - b. Amount Eligible for Coverage: \_\_\_\_\_
  - c. Amount to be Covered: \_\_\_\_\_
  
5. Computation of CAP Fees:
  - a. Total Lender/Borrower Percentage (*between 3% or 4%*): \_\_\_\_\_
  - b. Amount of Loan to be Covered (*equal to 4c*): \_\_\_\_\_
  - c. Total Reserve Fund Payment (*5a\*5b*): \_\_\_\_\_
  - d. Lender Portion (*25% of 5c, can be charged to borrower*): \_\_\_\_\_
  - e. Borrower Portion(*5c-5d*): \_\_\_\_\_
  - f. BFA Matching Deposit (*5c\*2.5*): \_\_\_\_\_

6. Employment Information:

- a. Borrower's Current Number of Employees: Full Time \_\_\_\_ Part Time \_\_\_\_ Seasonal \_\_\_\_
- b. Borrower's Estimated Jobs Retained: Full Time \_\_\_\_ Part Time \_\_\_\_ Seasonal \_\_\_\_
- c. Borrower's Estimated Jobs Created: Full Time \_\_\_\_ Part Time \_\_\_\_ Seasonal \_\_\_\_
- d. The average number of hours per week that a part-time employee works: Hours \_\_\_\_
- e. The average number of hours per year that a seasonal employee works: Hours \_\_\_\_

7. Additional Amount (if any) Contemporaneously Loaned to Borrower: \_\_\_\_\_

By executing this Loan Filing Form and submitting this Loan for enrollment, the Lender hereby makes the representations and warranties required to be made under Paragraph 4 of the Lender Participation Agreement and the attached Lender Certifications.

Lender Institution: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**\*\*\* Business Finance Authority Use Only \*\*\***

CAP Loan Number: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Date received by BFA: \_\_\_\_\_ Deposit Evidence: Yes -  No -

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Lender Use of Proceeds and Conflict of Interest Certification**

Funds from the State Small Business Credit Initiative (SSBCI) may only be used for certain purposes and in circumstances where the applicable conflict of interest standards are satisfied.

Legal name of lender: \_\_\_\_\_

The lender hereby certifies the following to the participating jurisdiction:

1. The SSBCI-supported loan or investment is not being made in order to place under the protection of the approved program prior debt that is not covered under the approved program and that is or was owed by the borrower to the lender or to an affiliate of the lender.
2. If the SSBCI-supported loan is a refinancing, it complies with all applicable SSBCI restrictions and requirements in Sections VII.f and VIII.f of the SSBCI Capital Program Policy Guidelines regarding refinancing and new extensions of credit, including that the SSBCI-supported loan is not a refinancing of a loan previously made to the borrower by the lender or an affiliate of the lender.
3. The lender is not attempting to enroll any portion of an SBA-guaranteed loan.
4. For an SSBCI-supported venture capital or equity investment, the investment complies with the venture capital program conflict of interest standards as set forth in Section VIII.f of the SSBCI Capital Program Policy Guidelines.
5. The Lender has disclosed to the Borrower information concerning the SSBCI Program as set forth on the Notice and Waiver to Borrower.
6. The Lender is in compliance with the requirements of 31 C.F.R. § 1020.220, customer identification requirements for Banks.

The undersigned is an authorized representative of the lender and certifies that the information provided above is true, accurate, and complete as of the date hereof.

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



**Sex Offender Lender Certification (Loan/Credit Program)**

Under the State Small Business Credit Initiative (SSBCI), lenders must certify that their principals have not been convicted of a sex offense against a minor.

Legal name of lender: \_\_\_\_\_

The lender certifies the following to the participating jurisdiction:

No principal of the entity listed above has been convicted of a sex offense against a minor (as such terms are defined in 34 U.S.C. § 20911). For the purposes of this certification, “principal” means the following: if a sole proprietorship, the proprietor; if a partnership, each partner; if a corporation, limited liability company, association, development company, or other entity, each director, each of the five most highly compensated executives, officers, or employees of the entity, and each direct or indirect holder of 20 percent or more of the ownership stock or stock equivalent of the entity.

The undersigned is an authorized representative of the lender and certifies that the information provided above is true, accurate, and complete as of the date hereof.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## SSBCI Privacy Notice and Privacy Act Statement

### **Privacy Notice:**

Information from this collection will be shared with the U.S. Department of the Treasury (Treasury). Treasury has published a Privacy and Civil Liberties Impact Assessment that describes what Treasury will do with the information your business provides in this application. It can be found on the Treasury [website](#). If you have any questions about this document, please email [Privacy@Treasury.gov](mailto:Privacy@Treasury.gov).

### **Privacy Act Statement for Sole Proprietorships:**

The Privacy Act of 1974 (Privacy Act) protects certain information that the federal government has about “individuals” (United States citizens and lawfully admitted permanent residents). The Privacy Act does not generally apply to businesses, but some federal courts have found that this law applies to sole proprietors (they are deemed “individuals” under the Privacy Act). If you, as the applicant, are a sole proprietor, you may have rights under the Privacy Act.

Authority: Small Business Jobs Act of 2010 (SBJA), Title III, 12 U.S.C. § 5701 et seq., *as amended by* the American Rescue Plan Act of 2021 (ARPA), section 3301; Executive Order No. 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, 86 Fed. Reg. 7009 (January 25, 2021); and Interim Final Rule, State Small Business Credit Initiative; Demographics-Related Reporting Requirements, 87 Fed. Reg. 13628 (March 10, 2022).

Purpose: Information from this collection will be shared with Treasury. This information will be shared with Treasury so it can conduct oversight to ensure compliance with federal law, including requirements related to nondiscrimination and nondiscriminatory uses of federal funds. Treasury also receives this information (including any demographic information provided) to comply with reporting requirements under the authorities listed above and to advance fairness and opportunity in underserved communities in the allocation of federal resources.

Routine Uses: The information you furnish may be shared in accordance with the routine uses outlined in Treasury .013, Department of the Treasury Civil Rights Complaints and Compliance Review Files; Treasury .015, General Information Technology Access Account Records; and Treasury .017, Correspondence and Contact Information. For example, one routine use under Treasury .013 is to disclose pertinent information to appropriate agencies when Treasury becomes aware of a potential violation of civil or criminal law. Under this routine use, Treasury may disclose demographic information to the appropriate agencies if Treasury becomes aware of a violation of applicable antidiscrimination laws. More information about this and other routine uses can be found in the System of Records Notices (SORNs) listed above, which are posted on Treasury’s [website](#).

Disclosure: Providing this information is voluntary. However, failure to furnish the requested information (except for the demographic information) may result in the denial of your application. Providing demographic information is optional. If you decline to provide this information, it will not adversely affect your application.