



Please note that this information is not intended to detail all validation points within the funding process. Instead, please use the document as a reference guide for **common mistakes** made when compiling funding documentation.

## Funding Documents – Consistent Data Points

	Third Party Lender Fee Check	Servicing Agent Agreement (SAA)	Note	Debenture	W-9	ACH	SBA Approval Email
<b>Documents Present</b>	<b>Required:</b> When TPL Fee is greater than CDC Processing Fee. <b>Not required:</b> If withholding TPL Fee from CDC Processing Fee.	Original or Copy	Copy Version	Original with <b>Wet Signatures</b> on p. 3	Original or Copy <i>Only send <u>one</u> per loan</i>	Original or Copy	Including the SBA Approval email is <b>required</b>
<b>Note Date</b>		Note Date (p.3) must match Note Date on p. 1 of SBA Note	Must be provided and match p.3 of SAA				
<b>Debenture Date</b>		Must match <b>Funding Date</b> (See <i>Funding Calendar on Eagle Compliance site</i> ) and match <b>Debenture</b> (p. 1)	Must match SAA (p. 3)	Must match SAA (p. 3)			
<b>Debenture Maturity Date</b>		Must reflect correct loan term (10/20/25 yrs)	Must match SAA (p. 3)	Must match SAA (p. 3)			
<b>Note Maturity Date</b>		Must reflect correct loan term (10/20/25 yrs)	Must match SAA (p. 3)	Must match SAA (p. 3)			
<b>Loan Term</b>		Number of years between the Funding Date & Maturity Date (p.3)	# of years between Funding Date & Maturity Date (p.1)	# of years between Funding Date & Maturity Date (p.1)			Loan Term
<b>Payment Dates</b>		If provided on p. 3 of SAA, must be <u>six</u> months <i>after</i> funding month  (see <b>Funding and Payment Dates</b> chart on p. 2 of this guide)	First payment date must be the <u>first day</u> of the next month after Funding Date	<i>Six months after</i> funding month  (see <b>Funding and Payment Dates</b> chart on p. 2 of this guide)			Payment Dates

## Funding Documents – Consistent Data Points (cont.)

	Servicing Agent Agreement (SAA)	Note	Debenture	W-9	ACH Form
Underwriters' Fee	Must be <b>0.40%</b> for 20 and 25 Year Loans or <b>0.375%</b> for 10-Year Loans				
Recipient Bank for Wire of Net Debenture Proceeds	Wiring instructions must be filled out and FFC "For further credit to" information provided for large banks				
Correspondent Bank (CB) (If provided)	Must be provided if Recipient Bank cannot accept incoming wires. "Account Name" of CB must be the "Name of Recipient Bank."				
Original Signatures	Signatures on all lines w/ a name (p.6)	Copy of signature (p.5)	Original signatures on all lines with a name (p.3)	Original or Copy <i>Must be signed and dated.</i>	Original or Copy <i>Must be signed.</i>
Signature Date	Must be on or after <i>SBA Note Date</i> on SAA (p. 3)	Must be on or after <i>SBA Note Date</i> on SBA 504 Note (p.1)		Must be dated	Does <b>not</b> have to be dated

## W-9 and ACH Form – Additional Data Input

Key Information to Remember	
W-9	<ul style="list-style-type: none"> <li>✓ Line 1 must <b>always</b> be filled out.</li> <li>✓ Tax Classification box must be checked in accordance with the Borrower's name and/or Business Entity. If Borrower is a <b>Single Member LLC</b>, "Individual/Sole Proprietor" box must be checked, <b>not</b> the LLC box.</li> </ul>
ACH Form	<ul style="list-style-type: none"> <li>✓ ACH Form must be filled out completely.</li> <li>✓ Must check "Periodically as such amounts become due, without further authorizations (standing authorization)."</li> </ul>

## Funding and Payment Dates

Funding Month	Semi-Annual Months	Note 1 <sup>st</sup> PMT Date	Debenture 1 <sup>st</sup> PMT Date
Jan	Jul & Jan	Feb	1 <sup>st</sup> Jul after funding
Feb	Aug & Feb	Mar	1 <sup>st</sup> Aug after funding
Mar	Sep & Mar	Apr	1 <sup>st</sup> Sep after funding
Apr	Oct & Apr	May	1 <sup>st</sup> Oct after funding
May	Nov & May	Jun	1 <sup>st</sup> Nov after funding
Jun	Dec & Jun	Jul	1 <sup>st</sup> Dec after funding
Jul	Jan & Jul	Aug	1 <sup>st</sup> Jan after funding
Aug	Feb & Aug	Sep	1 <sup>st</sup> Feb after funding
Sep	Mar & Sep	Oct	1 <sup>st</sup> Mar after funding
Oct	Apr & Oct	Nov	1 <sup>st</sup> Apr after funding
Nov	May & Nov	Dec	1 <sup>st</sup> May after funding
Dec	Jun & Dec	Jan	1 <sup>st</sup> Jun after funding