

INSTRUCTIONS FOR COMPLETION OF TRANSCRIPT OF ACCOUNT

1. **NAME OF BORROWER** Enter the trade name of borrower or the name of the borrower if a trade name is not used.
2. **LOAN NUMBER** Enter the ten-digit SBA loan number.
3. **NAME OF LENDER** Enter the name of the Lender.
4. **AMOUNT OF LOAN** Enter the total amount of the loan.
5. **INTEREST DAY BASIS** Enter the method used for the interest computation.
Show 30/365, actual/365 or actual/360 to indicate day basis/interest factor.
6. **REPAYMENT TERMS** Enter the repayment terms provided in the note.

Note dated	Maturity Date	Interest Rate	Principal and
interest	payable	or Principal	plus interest payable
7. **DATE** Enter the date of each transaction on the loan account.
8. **AMOUNT DISBURSED** Enter the amount of each disbursement.
9. **AMOUNT REPAID** Enter the amount of each repayment made by the borrower.
10. **APPLICATION OF PAYMENT** Enter the amounts applied to principal and interest for each repayment made by the borrower.
11. **INTEREST RATE** Enter the interest rate in effect at the time the payment was applied on loan account.
12. **INTEREST PAID** Enter the "from" and "to" dates used in computing the interest paid on the loan. These dates should be in consecutive order.
13. **PRINCIPAL BALANCE** Enter the principal balance after each transaction.
14. **SIGNATURE AND TITLE** Certification of official representative of the Lender that the transcript of account is correct and shows the principal balance due on the loan and that interest has been paid to the date shown on the transcript.
15. **DATE** Enter the date of the certification.
16. **Submit the original copy to SBA with the purchase request. Retain a copy for your files.**

PLEASE NOTE: The estimated burden for completing this form is 60 minutes per response. You are not required to respond to any collection of information unless it displays a currently valid OMB approval number. Commitments on the burden should be sent to U.S. Small Business Administration, Chief, AIB, 409 3rd St., S.W., Washington D.C. 20416 and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503. OMB Approval (3245-0132). PLEASE DO NOT SEND FORMS TO OMB.