



INSTRUCTIONS for the Quarterly Supplemental Report for Banks Participating in the Small Business Lending Fund

GENERAL INSTRUCTIONS

The sections below constitute the Quarterly Supplemental Report.

[Quarter-End Adjusted Baseline Calculation](#)

[Quarter-End Qualified Small Business Lending](#)

[Dividend Rate Calculation](#)

WHO MUST REPORT ON WHICH FORMS

Every bank participating in the Small Business Lending Fund (SBLF) is required to submit a Quarterly Supplemental Report **no more than 30 calendar days after the quarter in which SBLF funding is received** and in each of the following nine quarters.

The bank must also submit an Initial Supplemental Report within five business days prior to the closing date, as described in the separate Instructions for the Initial Supplemental Report for Banks Participating in the Small Business Lending Fund.

DEFINITIONS AND RULES OF PRACTICE

Unless otherwise stated, the Quarterly Supplemental Report and the Instructions for the Quarterly Supplemental Report incorporate the definitions and general rules of practice embodied in the Consolidated Reports of Condition and Income for Banks, as well as the instructions pertaining thereto.

ORGANIZATION OF THE INSTRUCTION BOOK

This instruction book is divided into two sections:

- (1) The General Instructions describing overall reporting requirements.
- (2) The Line Item Instructions for each section of the Quarterly Supplemental Report.

PREPARATION OF THE REPORT

Banks are required to prepare and file the Quarterly Supplemental Report in accordance with these instructions. All reports shall be prepared in a consistent manner.

The bank's financial records shall be maintained in such a manner and scope so as to ensure that the Quarterly Supplemental Report can be prepared and filed in accordance with these instructions and will reflect a fair presentation of the bank's small business lending.

If you have general questions regarding this form, please contact the information line for the Small Business Lending Fund at 888-832-1147 (Monday-Friday, 9:00 AM-7:00 PM ET).

SIGNATURES

The cover (signature) page of the Quarterly Supplemental Report shall be used to complete the signature and attestation requirement. The bank may use digital or handwritten signatures; however, the choice will impact how the form is submitted. For details, see SUBMISSION OF THE REPORT instruction below.

Chief Executive Officer and Chief Financial Officer Declarations

Both the Chief Executive Officer (CEO) and the Chief Financial Officer (CFO) of the bank (or the individuals performing equivalent functions) shall sign the respective declarations on the cover (signature) page attesting to the correctness of the Quarterly Supplemental Report that the bank has filed with the Treasury and the appropriate supervisory agency.

Director Attestation

National and state member banks – The correctness of the Quarterly Supplemental Report shall be attested to by no fewer than three directors of the reporting bank, other than the officers signing the CEO or CFO declarations, as indicated on the cover (signature) page.

State nonmember banks – The correctness of the Quarterly Supplemental Report shall be attested to by no fewer than two directors of the reporting bank, other than the officers signing the CEO or CFO declarations, as indicated on the cover (signature) page.

SUBMISSION OF THE REPORT

Each bank must file its Quarterly Supplemental Report by electronically entering the report data directly into the Quarterly Supplemental Report and emailing the completed copy, along with the cover (signature) page, to: Treasury at SBLFReport@do.treas.gov.

For banks using digital signatures, the completed electronic report is submitted as a single document. For banks using handwritten signatures, both the completed electronic report and a scanned copy of the cover (signature) page must be submitted.

One additional copy should be sent to the bank's primary federal regulator using the following addresses, as appropriate:

- FDIC** State nonmember institutions should submit supplemental reports to their appropriate regional office or electronically through *FDICconnect*.
- Federal Reserve** Applicants should provide supplemental reports to the appropriate regional Federal Reserve Bank using existing procedures for filing report-related documentation.
- OCC** National banks should submit supplemental reports electronically via OCC secure mail. Please contact your OCC District Office for instructions on how to securely submit the supplemental reports.
- OTS** Please contact your OTS Regional Office for instructions on how to securely submit the supplemental reports.

State-chartered institutions must also provide a copy of the Quarterly Supplemental Report to their state regulator using the applicable email address listed below:

Alabama	plans.sblf@banking.alabama.gov	Missouri	debra.hardman@dof.mo.gov
Alaska	katrina.mitchell@alaska.gov	Nebraska	ray.pont@nebraska.gov
Arizona	sblprogram@azdfi.gov	Nevada	sblp@fid.state.nv.us
Arkansas	asbd@banking.state.ar.us	New Hampshire	twells@banking.state.nh.us
California	scameron@dfi.ca.gov	New Jersey	smallbuslp1@dobi.state.nj.us
Colorado	banking.treasuryapps@dora.state.co.us	New York	yolanda.ford@banking.state.ny.us
Connecticut	ctdob.treasury@ct.gov	North Carolina	jfye@nccob.gov
District of Columbia	christopher.weaver@dc.gov	North Dakota	dfi@nd.gov
Florida	florida.sblp@flofr.com	Ohio	kevin.allard@dfi.com.state.oh.us
Georgia	dbfcorp@dbf.state.ga.us	Oregon	ustreasury.sblpapps@state.or.us
Hawaii	dfi@dcca.hawaii.gov	Pennsylvania	ra-ustreasuryprog@state.pa.us
Idaho	mary.hughes@finance.idaho.gov	Rhode Island	sblf@dbri.gov
Illinois	idfpr.banksandtrustapps@illinois.gov	South Carolina	renee.dzek@banking.sc.gov
Indiana	jcooper@dfi.in.gov	Tennessee	tdfi.smallbiz@tn.gov
Iowa	smallbusiness@idob.state.ia.us	Texas	dennis.lebo@dob.texas.gov
Kansas	smallbusinesslendingapplication@osbckansas.org	Utah	dfi@utah.gov
Kentucky	kathy.stewart@ky.gov	Vermont	tom.candon@state.vt.us
Louisiana	laofisblp@ofi.la.gov	Virginia	business.plan@sccvirginia.gov
Maine	robert.b.studley@maine.gov	Washington	banks@dfi.wa.gov
Massachusetts	alexis.leahy@massmail.state.ma.us	West Virginia	smbuslendpro@wvdob.org
Michigan	deleg-bizfundapps@mi@michigan.gov	Wisconsin	dfidob-sblp@wisconsin.gov
Mississippi	inbox@dbcf.ms.gov	Wyoming	lendingapps@wyaudit.state.wy.us

State-chartered banks in the following states or territories should contact their appropriate state regulator directly for submission instructions: Delaware, Maryland, Minnesota, Montana, New Mexico, Oklahoma, South Dakota, Guam, and Puerto Rico.

Submission Date

A bank's completed Quarterly Supplemental Report must be filed with the federal bank supervisory authorities and Treasury no later than 30 calendar days after the end of the quarter, which is the same date the Call Report used to pull the data is due. For example, the report pertaining to the quarter ending March 31 must be filed by the following April 30. However, if the closing date (the date the bank receives the funds) occurs after the bank's Call Report is due for the preceding quarter, the bank's first Quarterly Supplemental Report is due within five business days prior the closing date. For example, if the closing date occurs May 10, the report must be received by May 3, using data reflected on the March 31 Call Report.

RETENTION OF REPORTS

In general, a bank should maintain in its files a signed and attested record of its completed Quarterly Supplemental Report, including any amended reports, for five years after the report date, unless any applicable state requirements mandate a longer retention period.

MISCELLANEOUS GENERAL INSTRUCTIONS

Rounding

All dollar amounts must be reported in thousands with the figures rounded to the nearest thousand. Items less than \$500 must be reported as zero.

Verification

All fields must be completed. All addition and subtraction should be double-checked before reports are submitted. Totals and subtotals in supporting materials should be cross-checked to corresponding items elsewhere in the reports. Before a report is submitted, all amounts should be compared with the corresponding amounts in the previous report. If there are any unusual changes from the previous report, a brief explanation of the changes should be attached to the submitted report.

RELEASE OF INDIVIDUAL BANK REPORTS

All sections of the Quarterly Supplemental Report submitted by each reporting bank may be made available to the public by the federal bank supervisory agencies or Treasury.

LINE ITEM INSTRUCTIONS

Quarter-End Adjusted Baseline Calculation

This section is used to adjust an institution's Small Business Lending Baseline for increases in qualified loan balances resulting from mergers, acquisitions, or purchases of such loans. If the bank has gained qualifying loans by merger, acquisition, or purchase since 7/1/2010 through the report date, the amount must be added to the baseline.

Item No. Caption and Instructions

- 1 Initial Small Business Lending Baseline (line 12 of the Initial Supplemental Report)
- 2 Prior quarter cumulative reported qualified small business lending increases resulting from an acquisition of, or merger with, another institution, and purchases of such loans. Enter balance reported in:
 - Line 23 of the prior quarter's report if the last report filed was the Initial Supplemental Report
 - Line 12 of the prior quarter's report if the last report filed was a Quarterly Supplemental Report
- 3 Balance increases in commercial and industrial loans resulting from an acquisition of, or merger with, another institution, and purchases of such loans in the quarter being reported
- 4 Balance increases in loans secured by owner-occupied nonfarm nonresidential properties resulting from an acquisition of, or merger with, another institution, and purchases of such loans in the quarter being reported
- 5 Balance increases in loans to finance agricultural production and other loans to farmers resulting from an acquisition of, or merger with, another institution, and purchases of such loans in the quarter being reported
- 6 Balance increases in loans secured by farmland resulting from an acquisition of, or merger with, another institution, and purchases of such loans in the quarter being reported
- 7 Subtotal (sum lines 3, 4, 5, and 6)

Item No. Caption and Instructions

- 8 Dollar portion of any such loan or group of such loans to the same borrower and its affiliates with an original principal or commitment amount greater than \$10 million
- 9 Dollar portion of such loans to businesses with more than \$50 million in revenues, unless included in line 8
Include loans made to a business with more than \$50 million in revenues during the most recent fiscal year ended as of the date of the loan origination. If the recipient's revenues for that fiscal year are unknown, use available annual revenue information reasonably proximate to that fiscal year.
- 10 Dollar portion of line 7 guaranteed by the U.S. government, unless included in lines 8 or 9
Include only the portion of the loan which is guaranteed by the U.S. government
- 11 Dollar portion of line 7 where a third party has assumed an interest, unless included in lines 8, 9, or 10
Include only the portion where a third party has assumed an interest
- 12 Total cumulative reported qualified business lending increases resulting from an acquisition of, or merger with, another institution, and purchases of such loans (line 12 equals line 2 plus line 7 minus lines 8, 9, 10, and 11)
- 13 Quarter-End Adjusted Small Business Lending Baseline (line 13 equals line 1 plus line 12)

Quarter-End Qualified Small Business Lending

Item No. Caption and Instructions

- 14 Balances of commercial and industrial loans (as reflected on Call Report Schedule RC-C, Part I, item 4)
- 15 Balances of loans secured by owner-occupied nonfarm nonresidential properties (as reflected on Call Report Schedule RC-C, Part I, item 1.e.(1))
- 16 Balances of loans to finance agricultural production and other loans to farmers (on Call Report RC-C, Part I, item 3)
- 17 Balances of loans secured by farmland (on Call Report Schedule RC-C, Part I, item 1.b)
- 18 Subtotal (sum lines 14, 15, 16, and 17)
- 19 Dollar portion of any such loan or group of such loans to the same borrower and its affiliates with an original principal or commitment amount greater than \$10 million
- 20 Dollar portion of such loans to businesses with more than \$50 million in revenues, unless included in line 19
Include loans made to a business with more than \$50 million in revenues during the most recent fiscal year ended as of the date of the loan origination. If the recipient's revenues for that fiscal year are unknown, use available annual revenue information reasonably proximate to that fiscal year.
- 21 Dollar portion of line 18 guaranteed by the U.S. government, unless included in lines 19 or 20
Include only the portion of the loan which is guaranteed by the U.S. government
- 22 Dollar portion of line 18 where a third party has assumed an interest, unless included in lines 19, 20, or 21
Include only the portion where a third party has assumed an interest
- 23 Total quarter-end qualified small business loans (line 23 equals line 18 minus lines 19, 20, 21, and 22)

Net Charge-off Adjustments

Item No. Caption and Instructions

- 24 Net charge-offs from prior quarter's report. Enter balance reported in:
- Line 44 of the Initial Supplemental Report if this is your first time completing the Quarterly Supplemental Report
 - Line 34 of the prior quarter's Quarterly Supplemental Report if you have previously filed a Quarterly Supplemental Report
- 25 Net charge-offs on commercial and industrial loans
- 26 Net charge-offs on loans secured by owner-occupied nonfarm nonresidential properties
- 27 Net charge-offs on loans to finance agricultural production and other loans to farmers
- 28 Net charge-offs on loans secured by farmland
- 29 Subtotal (sum lines 24, 25, 26, 27, and 28)

Item No. Caption and Instructions

- 30 Dollar portion of net charge-offs on any such loans or group of loans to the same borrower and its affiliates with an original principal or commitment amount greater than \$10 million
- 31 Dollar portion of net charge-offs on such loans to businesses with more than \$50 million in revenues, unless included in line 30
- 32 Dollar portion of net charge-offs on loans guaranteed by the U.S. government, unless included in lines 30 and 31
- 33 Dollar portion of net charge-offs on loans where a third party has assumed an interest, unless included in lines 30, 31, and 32
- 34 Total cumulative net charge-offs (line 34 equals line 29 minus lines 30, 31, 32, and 33)
- 35 Quarter-End Adjusted Qualified Small Business Lending (line 35 equals line 23 plus line 34)

Dividend Rate Calculation

This section is only applicable if the institution is not part of a bank holding company. The dividend rate for those institutions will be determined using the Quarterly Supplemental Report for Bank Holding Companies Participating in the Small Business Lending Fund form.

Calculate applicable Dividend Rates as follows under Quarterly Supplemental Reports:

Report Date	Submission Date	Rate Effective Period	Dividend Rate
<i>Quarterly Supplemental Reports</i>			
End of first calendar quarter preceding closing date	Calendar quarter of closing date (30th day of quarter or closing date, whichever is later)	First calendar quarter after closing date	Between 1% and 5% as determined from the Dividend Rate Chart
End of calendar quarter of closing date	First calendar quarter after closing date (30th day of quarter)	Second calendar quarter after closing date	
End of first through seventh calendar quarters after closing date	Second through eighth calendar quarters after closing date (30th day of quarter)	Third through ninth calendar quarters after closing date	
End of eighth calendar quarter after closing date	Ninth calendar quarter after closing date (30th day of quarter)	Tenth calendar quarter after investment date until end of four and one-half year period after closing date	If the final Supplemental Report shows any increase in qualified lending, between 1% and 5% as determined from the Dividend Rate Chart
			If the final Supplemental Report shows no increase in qualified lending, 7%

Item No. Caption and Instructions

- 36 Dollar value of funding from the Small Business Lending Fund
- 37 Dollar value of Quarter-End Adjusted Small Business Lending Baseline (line 13)
- 38 Dollar value of Quarter-End Adjusted Qualified Small Business Lending (line 35)
- 39 Dollar value of increase in Qualified Small Business Lending from baseline (line 39 equals line 38 minus line 37)
- 40 Percent increase in Qualified Small Business Lending (line 40 equals line 39 divided by line 37)
- 41 If line 36 is greater than line 39, enter the amount from line 39; if line 39 is greater, enter the amount from line 36

Item No. Caption and Instructions

42 Applicable Dividend Rate

Refer to the dividend table below to locate the applicable dividend rate associated with the growth percentage shown in line 40

Increase from Baseline	Dividend Rate
Less than 2.5%	5%
2.5% or more, but less than 5%	4%
5% or more, but less than 7.5%	3%
7.5% or more, but less than 10%	2%
10% or more	1%

This is the rate that will be applied to the amount in line 41. Any unused portion of the SBLF funding amount is subject to a 5% dividend rate.

43 If line 36 is greater than line 39, enter the difference (line 36 minus line 39). Otherwise, not applicable.

44 Applicable Dividend Rate for amount in line 43, if needed (5%)

45 Weighted Average Dividend Rate for SBLF capital amount for the following quarter. Calculate as follows:

- a. Multiply line 41 and line 42
- b. Multiply line 43 and line 44
- c. Sum the results from steps a and b
- d. Divide the results from step c by line 36 (the capital amount) and enter the resulting rate, going out seven decimal points

For the 10th quarter following the quarter in which funding occurred, if line 40 is greater than zero, the rate calculated in line 45 applies until four-and-one-half years following funding. Otherwise, a Dividend Rate of 7% applies. After the 10th quarter, disregard lines 41 through 44 and instead enter the rate in line 45 that was shown on the previous quarter's report.

Example:

ABC Bank:

- Receives \$10 million from the Small Business Lending Fund on 4/1/2011.
- Reports an Adjusted Small Business Lending Baseline of \$200 million.
- Reports a Quarter-End Adjusted Qualified Small Business Lending balance of \$219.9 million. This includes the impact of changes in loan balances due to new loans made, payments, and charge-offs, plus an adjustment to add back charge-offs.

ABC Bank's Quarterly Supplemental Report – Dividend Rate Determination would appear as follows for 12/31/2011:

	Dollar amounts in thousands	Bil	Mil	Thou
36. Dollar value of funding from the Small Business Lending Fund	36		10	000
37. Dollar value of Quarter-End Adjusted Small Business Lending Baseline (line 13)	37		200	000
38. Dollar value of Quarter-End Adjusted Qualified Small Business Lending (line 35)	38		219	900
39. Dollar value of increase in Qualified Small Business Lending from baseline (line 39 equals line 38 minus line 37)	39		19	900
40. Percent increase in Qualified Small Business Lending (line 40 equals line 39 divided by line 37)	40	9.95		%
41. If line 36 is greater than line 39, enter the amount from line 39; if line 39 is greater, enter the amount from line 36	41	10,000,000		\$
42. Applicable Dividend Rate (from tables in Instructions for Quarterly Supplemental Report) for amount in line 41	42	2.0		%
43. If line 36 is greater than line 39, enter the difference (line 36 minus line 39); otherwise, not applicable	43	n/a		\$
44. Applicable Dividend Rate for amount in line 43, if needed	44	5.0		%
45. Weighted Average Dividend Rate for SBLF capital amount for the following quarter (must go out seven decimal points; see instructions for details)	45	2.0000000		%