


INSTRUCTIONS for the Quarterly Supplemental Report for Savings Associations 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 savings association 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 (9) quarters.

The savings association must also submit an Initial Supplemental Report no later than five (5) business days before the closing date, as described in the separate Instructions for the Initial Supplemental Report for Savings Associations 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 Thrift Financial Report (TFR) for savings associations, 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

Savings associations 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 savings association'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 savings association'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 form shall be used to complete the signature and attestation requirement. The savings association 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 Other Declarations

Both the Chief Executive Officer (CEO) (or the individual performing equivalent function) and the authorized officer of the savings association who signs the TFR shall sign the respective declarations on the cover (signature) page attesting to the correctness of the Quarterly Supplemental Report that the savings association has filed with Treasury and the appropriate supervisory agency.

Director Attestation

The correctness of the Quarterly Supplemental Report shall be attested to by no fewer than three directors of the reporting savings association, other than the officers signing the CEO or authorized officer declarations, as indicated on the cover (signature) page.

SUBMISSION OF THE REPORT

Each savings association must file its Quarterly Supplemental Report no more than 30 calendar days after the quarter by electronically entering the report data directly into the Report and emailing the completed copy, along with the cover (signature) page, to Treasury at SBLFSuppRpt@treasury.gov.

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

An additional copy should be sent to the savings association's primary federal regulator, the OTS. Please contact your OTS Regional Office for instructions on how to securely submit the Quarterly Supplemental Report.

State-chartered institutions must also provide a copy of the Initial 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	Montana	banking@mt.gov
Arizona	sblprogram@azdfi.gov	Nebraska	ray.pont@nebraska.gov
Arkansas	asbd@banking.state.ar.us	Nevada	sblp@fid.state.nv.us
California	scameron@dfi.ca.gov	New Hampshire	twells@banking.state.nh.us
Colorado	banking.treasuryapps@dora.state.co.us	New Jersey	smallbuslp1@dobi.state.nj.us
Connecticut	ctdob.treasury@ct.gov	New Mexico	william.verant@state.nm.us
Delaware	robert.glen@state.de.us	New York	yolanda.ford@banking.state.ny.us
District of Columbia	christopher.weaver@dc.gov	North Carolina	jfye@nccob.gov
Florida	florida.sblp@flofr.com	North Dakota	dfi@nd.gov
Georgia	dbfcorp@dbf.state.ga.us	Ohio	kevin.allard@dfi.com.state.oh.us
Guam	jpcamacho@revtax.gov.gu	Oklahoma	crg1@onenet.net
Hawaii	dfi@dcca.hawaii.gov	Oregon	ustreasury.sblpapps@state.or.us
Idaho	mary.hughes@finance.idaho.gov	Pennsylvania	ra-ustreasuryprog@state.pa.us
Illinois	idfpr.banksandtrustapps@illinois.gov	Rhode Island	sblf@dbr.ri.gov
Indiana	jcooper@dfi.in.gov	South Carolina	renee.dzek@banking.sc.gov
Iowa	smallbusiness@idob.state.ia.us	South Dakota	roger.novotny@state.sd.us
Kansas	smallbusinesslendingapplication@osbckansas.org	Tennessee	tdfi.smallbiz@tn.gov
Kentucky	kathy.stewart@ky.gov	Texas	dennis.lebo@dob.texas.gov
Louisiana	laofisblp@ofi.la.gov	Utah	dfi@utah.gov
Maine	robert.b.studley@maine.gov	Vermont	tom.candon@state.vt.us
Maryland	tlouro@dflr.state.md.us	Virginia	business.plan@sccvirginia.gov
Massachusetts	alexis.leahy@massmail.state.ma.us	Washington	banks@dfi.wa.gov
Michigan	deleg-bizfundappsmi@michigan.gov	West Virginia	smbuslendpro@wvdo.org
Minnesota	maryjo.wall@state.mn.us	Wisconsin	dfidob-sblp@wisconsin.gov
Mississippi	inbox@dbcf.ms.gov	Wyoming	lendingapps@wyaudit.state.wy.us

Institutions in the following territories should contact their appropriate regulator directly for submission instructions:

American Samoa, Puerto Rico, and the Virgin Islands.

Submission Date

A savings association's completed Quarterly Supplemental Report must be filed with the OTS and Treasury no later than 30 calendar days after the end of the quarter, which is the same date the TFR 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 savings association receives the funds) occurs after the savings association's TFR is due for the preceding quarter, the savings association's first Quarterly Supplemental Report is due no later than five (5) business days before the closing date. For example, if the closing date occurs on May 10, the report must be received by May 3, using data reflected on the March 31 TFR.

RETENTION OF REPORTS

In general, a savings association should maintain in its files a signed and attested record of its completed Quarterly Supplemental Report, including any amended reports, for five (5) 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 SAVINGS ASSOCIATION REPORTS

All sections of the Quarterly Supplemental Report submitted by each reporting savings association may be made available to the public by the OTS or Treasury.

LINE ITEM INSTRUCTIONS

The Small Business Jobs Act defines small business lending as certain loans of up to \$10 million to businesses with up to \$50 million in annual revenues. Those loans include:

- 1) Commercial and industrial loans
- 2) Owner-occupied nonfarm, nonresidential real estate loans
- 3) Loans to finance agricultural production and other loans to farmers
- 4) Loans secured by farmland

The TFR captures this information as follows:

- 1) Commercial and industrial loans plus 3) Loans to finance agricultural production and other loans to farmers are captured in Schedule SC, line items SC300 and SC303, commercial loans: secured and unsecured.
- 2) Owner-occupied nonfarm nonresidential real estate loans plus 4) Loans secured by farmland are captured in Schedule LD, line item LD530, owner-occupied nonresidential property (except land) permanent loans.

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 savings association has gained qualifying loans by merger, acquisition, or purchase on or after 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 10 of 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: <ul style="list-style-type: none">• Line 19 of the prior quarter's report if the last report filed was the Initial Supplemental Report• Line 10 of the prior quarter's report if the last report filed was a Quarterly Supplemental Report |

Item No. Caption and Instructions

- 3 Balance increases in commercial loans: secured and unsecured resulting from an acquisition of, or merger with, another institution, and purchases of such loans in the quarter being reported
- 4 Balance increases in owner-occupied nonresidential property (except land) permanent loans resulting from an acquisition of, or merger with, another institution, and purchases of such loans in the quarter being reported
- 5 Subtotal (sum lines 3-4)
- 6 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
- 7 Dollar portion of such loans to businesses with more than \$50 million in revenues, unless included in line 6
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
- 8 Dollar portion of line 5 guaranteed by the U.S. government, unless included in lines 6 or 7
Include only the portion of the loan which is guaranteed by the U.S. government
- 9 Dollar portion of line 5 where a third party has assumed an interest, unless included in lines 6, 7, or 8
Include only the portion where a third party has assumed an interest
- 10 Total cumulative reported qualified business lending increases resulting from an acquisition of, or merger with, another institution and purchases of such loans (line 10 equals line 2 plus line 5 minus lines 6, 7, 8, and 9)
- 11 Quarter-End Adjusted Small Business Lending Baseline (line 11 equals line 1 plus lines 10)

Quarter-End Qualified Small Business Lending

Item No. Caption and Instructions

- 12 Balances of commercial loans: secured and unsecured (as reflected on TFR Schedule SC, items SC300 and SC303)
Exclude lease receivables
- 13 Balances of owner-occupied nonresidential property (except land) permanent loans (as reflected on TFR Schedule LD, item LD530)
- 14 Subtotal (sum lines 12-13)
- 15 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
- 16 Dollar portion of such loans to businesses with more than \$50 million in revenues, unless included in line 15
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
- 17 Dollar portion of line 14 guaranteed by the U.S. government, unless included in lines 15 or 16
Include only the portion of the loan which is guaranteed by the U.S. government
- 18 Dollar portion of line 14 where a third party has assumed an interest, unless included in lines 15, 16, or 17
Include only the portion where a third party has assumed an interest
- 19 Total quarter-end qualified small business loans (line 19 equals line 14 minus lines 15, 16, 17, or 18)

Net Charge-Off Adjustments

Item No. Caption and Instructions

- 20 Net charge-offs from prior quarter's report; enter balance reported in:
 - Line 36 of the Initial Supplement Report if this is your first time completing the Quarterly Supplemental Report
 - Line 28 of the prior quarter's Quarterly Supplemental Report if you have previously filed a Quarterly Supplemental Report
- 21 Net charge-offs on commercial loans: secured and unsecured
- 22 Net charge-offs on owner-occupied nonresidential property (except land) permanent loans



Item No. Caption and Instructions

- 23 Subtotal (sum lines 20, 21, and 22)
- 24 Dollar portion of net charge-offs on 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
- 25 Dollar portion of net charge-offs on such loans to businesses with more than \$50 million in revenue, unless included in line 24
- 26 Dollar portion of net charge-offs on loans guaranteed by the U.S. government, unless included in lines 24 or 25
- 27 Dollar portion of net charge-offs on loans where a third party has assumed an interest, unless included in lines 24, 25, or 26
- 28 Total cumulative net charge-offs (line 28 equals line 23 minus lines 24, 25, 26, and 27)
- 29 Quarter-End Adjusted Qualified Small Business Lending (lines 29 equals line 19 plus line 28)

Dividend Rate Calculation

This section is only applicable if the institution is not part of a bank or thrift 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 or the Quarterly Supplemental Report for Savings and Loan Holding Companies Participating in the Small Business Lending Fund form, as applicable.

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 funding 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

- 30 Dollar value of funding from Small Business Lending Fund
- 31 Dollar value of Quarter-End Adjusted Small Business Lending Baseline (line 11)
- 32 Dollar value of Quarter-End Adjusted Qualified Small Business Lending (line 29)
- 33 Dollar value of increase in Qualified Small Business Lending from baseline (line 33 equals line 32 minus line 31)
- 34 Percent increase in Qualified Small Business Lending (line 34 equals line 33 divided by line 31)
- 35 If line 30 is greater than line 33, enter the amount from line 33; if line 33 is greater, enter the amount from line 30

Item No. Caption and Instructions

36 Applicable Dividend Rate

Refer to the table below to locate the applicable dividend rate associated with the growth percentage shown in line 34

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 35. Any unused portion of the SBLF funding amount is subject to a 5% dividend rate.

37 If line 30 is greater than line 33, enter the difference (line 30 minus line 33); otherwise, not applicable

38 Applicable Dividend Rate for amount in line 37, if needed (5%)

39 Weighted Average Dividend Rate for SBLF capital amount for the following quarter; calculate as follows:

- a. Multiply line 35 and line 36
- b. Multiply line 37 and line 38
- c. Sum the results from steps a and b
- d. Divide the results from step c by line 30 (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 34 is greater than zero, that rate calculated in line 39 applies until four-and-one-half years following funding. Otherwise, a Dividend Rate of 7% applies. After the 10th quarter, disregard lines 35 through 38 and instead enter the rate in line 39 that was shown on the previous quarter's report.

Example

ABC Savings Association:

- 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 Savings Association's Quarterly Supplemental Report – Dividend Rate Calculation would appear as follows for 12/31/2011:

	Dollar amounts in thousands	Bil	Mil	Thou
30. Dollar value of funding from the Small Business Lending Fund	30		10	000
31. Dollar value of Quarter-End Adjusted Small Business Lending Baseline (line 11)	31		200	000
32. Dollar value of Quarter-End Adjusted Qualified Small Business Lending (line 29)	32		219	900
33. Dollar value of increase in Qualified Small Business Lending from baseline (line 33 equals line 32 minus line 31)	33		19	900
34. Percent increase in Qualified Small Business Lending (line 34 equals line 33 divided by line 31)	34	9.95		%
35. If line 30 is greater than line 33, enter the amount from line 33; if line 33 is greater, enter the amount from line 30	35	10,000,000		\$
36. Applicable Dividend Rate (from tables in Instructions for Quarterly Supplemental Report) for amount in line 35	36	2.0		%
37. If line 30 is greater than line 33, enter the difference (line 30 minus line 33); otherwise, not applicable	37	n/a		\$
38. Applicable Dividend Rate for amount in line 37, if needed	38	5.0		%
39. Weighted Average Dividend Rate for SBLF capital amount for the following quarter (must go out seven decimal points; see Instructions for details)	39	2.0000000		%