

## Paycheck Protection Program Liquidity Facility (PPPLF) Brief Operational Documentation Guide

Two documents must be submitted to request a PPPLF advance: 1) “Transmittal Form for Pledge of Small Business Administration Paycheck Protection Program Loans for the Paycheck Protection Program Liquidity Facility and Request for Advance” (transmittal form) and 2) Paycheck Protection Program Individual Loan Reporting Table (loan listing). The transmittal form is used to pledge PPP loans as collateral to the PPPLF and at the same time request a PPPLF advance. The transmittal form must be accompanied by a listing of the individual pledged loans in a prescribed format. The transmittal form and individual loan listing template are available on the [PPPLF page](#) of the website.

### Filling out the Transmittal Form

In order to be pledged as PPPLF collateral, a PPP loan **must have an SBA loan number**. Only PPP whole loans originated by the PPPLF borrowers may be pledged and there should be no other claims on the loans. Purchased PPP loans and participations in PPP loans are not eligible to be pledged.

Reserve Banks will make PPPLF advances based on pools of pledged PPP loans by maturity date. The PPPLF borrower must assemble all PPP loans that it intends to pledge as PPPLF collateral into separate pools grouped by maturity date. A separate transmittal form must be prepared for every maturity pool.

IMPORTANT NOTE: A Reserve Bank will make **one and only one** advance to a PPPLF borrower that is secured by PPP loans that mature on a particular date. For this reason, a PPPLF borrower should ensure that it pledges **at one time** all PPP loans with that maturity date that it wishes to pledge. Once a maturity pool has been submitted and the PPPLF advance made, no additional PPP loans or loan pools with that maturity date will be accepted as PPPLF collateral.

### Filling out the Individual Loan Listing

Each transmittal form must be accompanied by a listing of individual loans in the pledged loan pool. PPPLF borrowers **must use the “Paycheck Protection Program Individual Loan Reporting Template”** to prepare and submit the loan listing. When preparing the loan listing, the listing form should not be altered in any way other than to add more rows for individual loan information.

In the loan listing, the Issue date is the date of issuance of the PPP loans in the pool. The As-of date is the date the detailed listing was generated by the borrower. FHLB members must select their Regional FHLB from the menu; non-members can select N/A. The following data elements are required for each individual PPP loan in the pledged pool:

- The obligation or loan number in the PPPLF borrower's loan system
- The SBA loan number assigned by the SBA
- The borrower's name
- The original par amount of the PPP loan
- The current outstanding balance of the PPP loan (During the period of deferred PPP loan payment, current outstanding balance should equal original par)
- The maturity date of the PPP loan (All of the listed loans must have the same maturity date)
- The interest next due date (During the period of deferred PPP loan payment, may be blank)
- The principal next due date (During the period of deferred PPP loan payment, may be blank)

#### Submitting the Transmittal Form and Loan Listing

The transmittal form and loan listing must be submitted by email, from the email account of an individual authorized in the PPPLF letter of agreement to pledge PPPLF collateral and request PPPLF advances on behalf of the borrower. A separate email is required for each PPPLF collateral pledge/loan request; only one transmittal form and accompanying loan listing should be included per email. The PPPLF loan requests must be sent to the PPPLF email addresses at the Reserve Bank; these email addresses are available here under the [Select Your District](#) page on the website.

Note: If the borrower's Authorizing Resolution requires two individuals to conduct discount window-related activities on behalf of the borrower, two individuals must act jointly to submit the transmittal form and detailed listing. The submission email should be initiated by the first individual, forwarded to the second, and then submitted to the Reserve Bank.

#### How Soon Will the PPPLF Advance be Made Following the Loan Request?

A PPPLF advance will generally be made on the business day following the submission of the loan request. The proceeds will be available at the end of the day the advance is made. In periods of very high demand for PPPLF advances, such as is expected at the start of the facility, additional time may be needed for the advance to be made.

#### How a PPPLF Advance Might be Adjusted by the Reserve Bank

Following the issuance of the PPPLF advance, the lending Reserve Bank will review the individual loan listing for the collateral pool. If deficiencies in the collateral pool are found (for example: non-PPP loans, duplicated loan entries, loans with maturity dates that do not match the maturity date of the PPPLF advance), the Reserve Bank may prepay part of the PPPLF advance (along with associated accrued and unpaid interest), return excess collateral to the PPPLF borrower, or take other actions as needed in order to ensure that the balance of the PPPLF advance matches the total outstanding balance of the PPP loans pledged as collateral.