

## MONTANA BOARD OF INVESTMENTS RESERVATION FEE FORM

### **Utilizing The Electronic Forms:**

Electronic forms are Microsoft Word documents with field codes where data is entered.

If the field codes are visible on screen strike Alt F9 - **codes should not be visible.**

If field codes print, select "Tool", "Options", "Print" and uncheck "Field Codes"

The F11 key will locate the first data entry field in the electronic form.

The F11 key will locate the next data entry field in the electronic form.

Shift F11 will locate the preceding data entry field in the electronic form.

### **The following provisions apply to the In-State Investment Program:**

- ◆ The Board does not lend directly to businesses.
- ◆ Loan applications and Fee Forms must be submitted by approved lenders.
- ◆ The term "Applicant" means a lender approved by the Board.
- ◆ The term "Borrower" means the borrower applying for a loan from the lender.
- ◆ Appropriate representatives of the lender and the borrower must sign the application.
- ◆ "Small Business Loan Incentives" are available for Coal Tax Trust loans only.
- ◆ "Job Credit Interest Rate Reductions" are available for Coal Tax Trust loans only.
- ◆ "Link Deposit Loans" are available for Coal Tax Trust loans only.
- ◆ Pension Funds loans may require higher credit standards than Coal Tax Trust loans.
- ◆ The submission of a Fee with the Fee Form locks an interest rate and reserves funding.
- ◆ The submission of a Forward Commitment Reservation requires payment of a fee.
- ◆ If fees are not paid via a Fee Form, the fee must be paid at time of loan application.
- ◆ Fees are refundable as per policy if the loan is funded or the application is rejected.

### **For additional forms and assistance call:**

(406) 444-0001

|  |                             |          |              |            |
|--|-----------------------------|----------|--------------|------------|
| <b>MONTANA BOARD OF INVESTMENTS</b><br><b>IN-STATE INVESTMENTS</b><br><b>LOAN PROGRAM</b><br><b>FEE FORM</b><br>EMAIL TO boi_comm@mt.gov | Reservation Date            |          | Accounting # |            |
|  | Reservation Expiration Date |          |              |            |
|  | Refund Date                 |          | Accounting # |            |
|  | Refund For                  | Funding→ |              | Rejection→ |
|  | Refund Authorized By        |          |              |            |

**Fee Type (Check 1)**

- |   |  |
|---|--|
| <input type="checkbox"/> Reservation - Lock Interest Rate For 365 Days <sup>(1)</sup> | <input type="checkbox"/> Increase Reservation Amount           |
| <input type="checkbox"/> Extend Lock For 365 Days <sup>(2)</sup>                      | <input type="checkbox"/> Buy-Down Interest Rate <sup>(1)</sup> |
| <input type="checkbox"/> Reduce Reservation Amount                                    | <input type="checkbox"/> Loan Assumption                       |

**Fee & Loan Information**

|                    |       |                                 |        |
|--------------------|-------|---------------------------------|--------|
| Amount of Fee→     |       | Board Posted Interest Rate→     |        |
| Board Loan Amount→ |       | Buy-Down Loan Amount Remaining→ |        |
| Total Loan Amount→ |       | Buy-Down Loan Term Remaining→   | Months |
| Board Loan Term→   | Years | BOI Loan Number (If Assigned)→  |        |

**Type of Loan (Check 1)**

- 1. Federally Guaranteed (circle type of federal guarantee) – SBA (all), RBS-B&I, FSA, BIA, EDA,FAA
- 2. Economic Development Linked Deposit
- 3. Business Participation Loan
- 4. Business Participation Loan With SBA 504 Second
- 5. Commercial Mortgage Participation Loan (i.e. office buildings, shopping malls, etc.)
- 6. Multi-Family Participation Loan

**Approved Lender & Business/Borrower Information (Print or type clearly)**

|  |  |                |  |
|--|--|----------------|--|
| Approved Lender Name→                        |  |                |  |
| Lender Representative→                       |  | Email →        |  |
| Lender Representative Title→                 |  |                |  |
| Lender Mailing Address→                      |  |                |  |
| Lender City and Zip Code→                    |  |                |  |
| Lender Phone Number (406)→                   |  | Fax Number→    |  |
| Business Name→                               |  |                |  |
| Borrower Name→                               |  |                |  |
| Borrower Tax ID # (required)→                |  |                |  |
| ACH Authorization Signature <sup>(3)</sup> → |  | Date Prepared→ |  |

|  |                      |  |
|--|----------------------|--|
| <b>Reservation Fee Amount</b> <sup>(4)</sup> | 1-365 calendar days→ | 1/4% of the Board amount reserved      |
| <b>Buy-Down Fee Amount</b>                   | 60 months or less→   | 1% of outstanding Board loan balance   |
| <b>Buy-Down Fee Amount</b>                   | 61 to 120 months→    | 1 ½% of outstanding Board loan balance |
| <b>Buy-Down Fee Amount</b>                   | 121 months or more→  | 2% of outstanding Board loan balance   |

<sup>(1)</sup>Rate will lock as of Postmark date or FAX date

<sup>(2)</sup>Must be approved by Board prior to expiration

<sup>(3)</sup>Authorizes the Board to initiate ACH transfer of the fee

<sup>(4)</sup>This fee reserves funding and permits applicant to lock interest rate at any time during the 365- day period