



STATE HOUSE NOTE PROGRAM CHECKLIST

City/Town/County/District of: _____ Dated: _____

Checklist for All Loans

- Legally authorized to borrow
- Treasurer's Record completed
- Clerk's Certificate completed
- Attach a certified copy of the vote and warrant article
- All required signatures on notes and both sides of Clerk's Certificate
- All notes imprinted with ***official seal***
- Issue date of a renewal must be the same as the previous loan's maturity date
- Did you include a voided State House Note?
- Issues date and due date should not be on a Saturday, Sunday or holiday (except serial issues)

New Issues	Renewals
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- BANs**
- Copy of vote and warrant article attached to Clerk's Certificate
 - DA-82 Loan Authorization Report required for Towns and Districts
 - Preliminary legal opinion if authorization (vote) is \$500,000.00 or more
 - Other state approvals if required (i.e. D.E.P.)
 - Municipal Purpose Loan form for all MPLs
- SAANs**
- Copy of grant agreement signed by granting authority and the relevant municipal officials
- FAANs**
- Copy of grant agreement signed by granting authority and the relevant municipal officials
 - [Approval by the Municipal Finance Oversight Board](#)
- RANs**
- Cash Flow Statement for entire term of borrowing
 - [Audit \(if required by Director of Accounts\)](#)
 - School Assessments Form (regional schools only)
 - Vote (Counties and regional schools only)

- BANs**
- Article number and date of authorization on Clerk's Certificate
 - Calculate required paydowns on BANs outstanding more than 2 years (Ch.44, Sec.17) see IGR 96-102 for rules and certain exceptions
 - Issue date of a renewal must be the same as the previous loan's due date
 - Municipal Purpose Loan form for all MPLs
- SAANs**
- Accountant's Letter confirming grant amount, grant number, amount received and balance due
- FAANs**
- Accountant's Letter confirming grant amount, grant number, amount received and balance due
- RANs**
- Cash Flow Statement for entire term of borrowing
 - School Assessments form (regional schools only)
 - Vote (Counties and regional schools only)

<i>Delivery by all U.S. Mail</i>	<i>Phone/Fax</i>	<i>FedEx, UPS, Other Delivery</i>
Public Finance Section	(617) 626-2399	Public Finance Section
Division of Local Services	(617) 626-4110	Division of Local Services
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