Logo, company name

Description automatically generated

Dear Gulf Coast Small Business Lending Borrower,

We are very pleased to announce that we are introducing a paperless option for receiving your monthly billing statements and informational letters.

You are currently receiving statements and letters by mail but if you would like to convert to paperless, simply complete the attached form and return it to us using one of these options:

1. Email: [SBALoans@gulfbank.com](mailto:SBALoans@gulfbank.com) OR
2. Fax: (972) 685-6681 OR
3. Mail: Gulf Coast Small Business Lending

Attn: Kayla Arnold or Fiona Mascarenhas

5949 Sherry Lane, Suite 785

Dallas, TX 75225

Please ensure you complete all sections of the form. We are not able to process incomplete forms.

Going forward, your bills will automatically be set to require a password to view. This password will default to the tax ID of the primary borrower (including hyphens). If you would like to choose a different password, please fill out the “Alternate Password” section of the form on the next page. If you complete the form by hand, please make sure your handwriting is completely legible and capitalization is clear. If you do not want the statements to be password protected, please write “No Password” in the “Alternate Password” field.

If you have any questions, please do not hesitate to reach out to (972) 685-6680, or by email at [SBALoans@gulfbank.com](mailto:SBALoans@gulfbank.com).

Thank you,

Servicing Department

Gulf Coast Small Business Lending

Logo, company name

Description automatically generated

**REQUEST FOR PAPERLESS BILLING**

|  |  |
| --- | --- |
| Loan Name: |  |
| Loan #: |  |
| SBA #: |  |
| Borrower: |  |
|  |  |
| Street Address: |  |
| City: |  |
| State: |  |
| Zip Code: |  |
|  |  |
| Phone Number: |  |
| Email Address: |  |
|  |  |
| I would like to receive billing statements: | via USPS mail  via email\* |
|  |  |
| \*If you selected the option for email, please choose a password: | Default Password |
| Alternate Password (     ) |
| *Note that the default password is the borrowing entity’s tax ID number including hyphens. If you would like to choose a different password, please fill out the “Alternate Password” section. If you complete by hand, please make sure your handwriting is completely legible and capitalization is clear. If you do not want the statements to be password protected, please write “No Password” in the “Alternate Password” field.* | |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Guarantor Printed Name | Guarantor Signature | Date |