SBA Information Notice

TO: All SBA Employees and Surety Partners

CONTROL NO.: 5000-873991

SUBJECT: Clarification of Contract Completion and Notification Requirements

EFFECTIVE: January 13, 2026

The purpose of this notice is to clarify the contract completion report requirements to SBA's Office of Surety Guarantees, found at 13 CFR 115.35. This clarification will reduce unnecessary communication or corrective actions taken by SBA and Sureties.

SBA Surety Partners are required to close all bonds after the completion of their respective contracts. There are no minimum thresholds that apply to this rule; all changes in contract values must be reported. Agent and surety users are obligated to maintain accurate file information to remain compliant with program policies. SBA will not close bonds in the Capital Access Financial Systems (CAFS) without written consent from the Surety. The procedure to close out a contract is as follows:

For Agent Users:

- If there is any change in the contract amount, a completed contract is adjusted for the final contract amount in CAFS following the standard increase and decrease procedures. If no adjustment is required, no action or notification is necessary by the agent user. SBA will not underwrite or review applications below the aggregated reporting threshold of 25% or $500,000 under normal circumstances.
- If the bond amount increased, in the aggregate, by at least 25% or $500,000 of the original contract or bond amount, whichever is less, the agent user must follow standard increase/decrease procedures and upload all documents as described in chapter 7 of SOP 50 45 5 to CAFS. SBA will review and make a decision on files exceeding the aggregated threshold for compliance in accordance with 13 CFR 115.19.

For Surety Users:

- Surety users must consult with their agent users (i.e., power of attorney, broker of record) to ensure all contract amounts at completion are accurate before proceeding with reporting completed contracts.
- When verified, the surety user must close all completed contracts for the quarter via the Bulk Bond Closeout screen or within each surety bond guarantee file in CAFS.

Questions concerning this Notice may be directed to SuretyBonds@sba.gov.

Jermaine Perry
Director, Office of Surety Guarantees.

SBA Form 1353.3 (4-93) MS Word Edition; previous editions obsolete

Must be accompanied by SBA Form 58

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