

Case Closing Procedures & Requirements

REQUIRED DOCUMENTATION TO FINALIZE CASE CLOSING

BORROWER: CORPORATE OFFICER OR TRUSTEE TO COMPLETE AND SIGN THE FOLLOWING

- Letter of Commitment
- G1 Promissory Note
- ACH Authorization
- Capital Contribution Agreement (if applicable)

FOR CORPORATE BORROWERS ONLY

- "Action of the Board of Directors" document, signed by all board members

POLICY OWNER TO SIGN THE FOLLOWING

- Acknowledgment
- SLF Collateral Assignments (one original copy required)
- will also require signature of Insured and Notary
- Carrier Collateral Assignment
- Policy Consent
- Disclosure Statement - will require each line item to be initialed by Policy Owner; then signed and dated by Policy Owner and the Insured
- Disclosure Acknowledgment

FOR TRUST BORROWERS ONLY

- Personal Guaranty
- Premium Finance Disclosure
- Action of the Trustee signed by all trustees

ADDITIONAL INFORMATION/REQUIREMENTS*

- Notary Public and separate witness must be present (if necessary)
- Additional collateral (if necessary)

Please send all of the above items/information as necessary to:

Synovus Life Finance

ATTN: [Your Financial Services Manager]
1200 Ashwood Pkwy, Ste. 150
Atlanta, GA 30338
Fax: 404-567-8153
Email: info@synovuslife.com

SYNOVUS[®]
Life Finance

3400 Overton Park Drive
Suite 200
Atlanta, GA 30339
www.synovuslife.com
800-515-2599

* Electronic signature closing is available for all loan closings.

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