



DLS

DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Geoffrey Snyder
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

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
- Issues date and due date should not be on a Saturday, Sunday or holiday (except serial issues)

New Issues

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)

Renewals

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 17-21 for rules and certain exceptions
- Issue date of a renewal must be the same as the previous loan's due date

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)

Delivery of all documents for the certification of State House Notes is through the DLS Gateway Application. See instructions on the [State House Notes](#) webpage. Do not send via US Mail or other delivery service.

(Revised: July 2023)

Supporting a Commonwealth of Communities

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