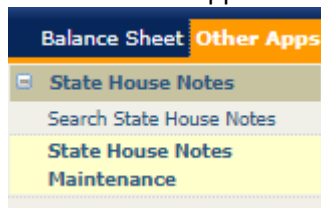


How to Submit Online: State House Notes

1. Log into DLS Gateway (<https://dlsgateway.dor.state.ma.us/gateway/Login> .)
2. Go to the Other Apps module.



3. Click State House Notes Maintenance.
4. Enter data in the fields with a white background. (Green fields are for DLS use only.)

A screenshot of the 'State House Notes Maintenance' form in the DLS Gateway. The form is titled 'State House Notes Maintenance' and shows a status of 'NO STATUS FOUND'. The form contains several input fields and dropdown menus for data entry. The fields are organized into two columns. The left column includes: Date Received, Note No., DOR No., Amount \$, Type, Purpose, Issue Date, Due Date, and Citation. The right column includes: Dt of Authorization, Bank (Payee), Payor (Paying Agent), Rate, Payable, Amount Authorized \$, Amount Unissued \$, and Certified Date. There are also two large text areas for 'Notes' and 'Email Approval To'. At the bottom, there is a section for selecting options for a series of notes, with radio buttons for: Same Bank - Same Note # (with Dashes), Different Banks - Same Note # (with Dashes), Same Bank - Different Note #s (no Dashes), Different Banks - Different Note #s (no Dashes), and Selected Note/Bank Only. At the bottom left, there are 'Save', 'Submit', and 'Print' buttons.

5. Click the Save button – additional fields (Comments, Documents and Signature) will appear after the initial Save.

Comments - [add comment](#)

Comments	
No comments to display.	

Current Documents - [upload new documents](#)

Name	Action
No documents to display.	

Signatures
Treasurer
 Check to add signature

- Upload the required documents; see below for more information. When all documents have been uploaded, click Save.
- When all data and documents have been saved, sign the form by clicking the signature checkbox. Your electronic signature will be shown in a pop-up box; click Sign to complete the signature.

Are you sure you want to sign this form?

Comment

- Click the Submit button to submit the data to the Bureau of Accounts. Treasurers will receive an automated email confirmation when data is submitted, and BOA will also be notified.
- To view or print a summary of any note for your jurisdiction, use the Search State House Notes screen. Click Open to view a specific note. To print a summary or one of more notes, select the note(s) then click Print Selected.

For more information or assistance

More information on the State House Notes Program:

<https://www.mass.gov/service-details/state-house-note-program-and-other-borrowing-guidelines>

Questions on the State House Notes Program?

Contact Bill Arrigal (617) 626-2399 or arrigal@dor.state.ma.us

DLS Gateway Support

DLSGateway@dor.state.ma.us

STATE HOUSE NOTE PROGRAM

Instructions by Category

Revenue Anticipation Notes - RANs

- **Clerk's Certificate** - Completed and signed by Clerk, Treasurer and Selectmen/Mayor
- **Notes** - Completed, signed and imprinted with City, Town or District [Seal](#)
- **Vote** - Counties & regional school districts only
- **Cash Flow Statement** - Completed for entire term of borrowing and signed
- **Audit Report** - An audit report must be submitted when required by the Director of Accounts
- **Note:** The RAN term may be up to one year. However, RANs may not be issued beyond fiscal year end without prior approval of the Debt Section.

Bond Anticipation Notes - BANs

- **Clerk's Certificate** - Completed and signed by Clerk, Treasurer and Selectmen/Mayor
- **Notes** - Completed, signed and imprinted with City, Town or District [Seal](#)
- **Vote** - Certified copies of vote, warrant article and debt exclusion results if applicable
(*Note: All must be sent by Clerk or Secretary within 48 hours of passing. GL Ch. 44, Sec. 28.*)
- **Form DA-82** - Loan Authorization Report completed by Town and District Clerks
- **Municipal Purpose Loans** - MPL form is mandatory for all multi-purpose loans
- **Preliminary Legal Opinion** - From bond counsel if authorization is \$500,000. or more
- **Department of Environmental Protection** - Approval if required (i.e.: landfill projects)

State Grant Anticipation Notes - SAANs

Federal Grant Anticipation Notes - FAANs

- **Clerk's Certificate** - See above plus grant numbers for each approved project
- **Notes** - Completed, signed and imprinted with City, Town or District [Seal](#)
- **Vote** - Certified copies of vote and warrant article if required
- **Grant Agreement** - Copy of completed grant agreement from state or federal agency submitted with the first borrowing against the grant
- **MFOB** - Approval by the Municipal Finance Oversight Board for all FAANs
- **Accountant's Letter** - Required for all SAAN and FAAN renewals.

Serial Loans - Permanent State House Notes

- **Requirements** are the same as BANs with the following additions:
- **Amount** - Limited to approximately \$1,000,000 but may be more
- **Maturity Dates** - At least one note per maturity
- **Denomination** - Each note is generally in denominations of \$5,000 or more
- **Term** - Limited to approximately 10 years but may be longer

Miscellaneous Information For all Issues

- Issue date of a renewal must be the same as the previous loan's due date
- The issue and due dates must not fall on a Saturday, Sunday or holiday (except Serial issues)

STATE HOUSE NOTE PROGRAM CHECKLIST

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

Checklist for All Loans

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Legally authorized to borrow <input type="checkbox"/> Treasurer's Record completed
 <input type="checkbox"/> Clerk's Certificate completed <input type="checkbox"/> Attach a certified copy of the vote and warrant article <input type="checkbox"/> All required signatures on notes and both sides of Clerk's Certificate | <ul style="list-style-type: none"> <input type="checkbox"/> All notes imprinted with <u>official seal</u> <input type="checkbox"/> Issue date of a renewal must be the same as the previous loan's maturity date <input type="checkbox"/> Did you include a voided State House Note? <input type="checkbox"/> Issues date and due date should not be on a Saturday, Sunday or holiday (except serial issues) |
|---|---|

New Issues	Renewals
-------------------	-----------------

- | | |
|--|--|
| <p style="text-align: center;"><u>BANs</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of vote and warrant article attached to Clerk's Certificate <input type="checkbox"/> DA-82 Loan Authorization Report required for Towns and Districts
 <input type="checkbox"/> Preliminary legal opinion if authorization (vote) is \$500,000.00 or more <input type="checkbox"/> Other state approvals if required (i.e. D.E.P.) <input type="checkbox"/> Municipal Purpose Loan form for all MPLs
 <p style="text-align: center;"><u>SAANs</u></p> <input type="checkbox"/> Copy of grant agreement signed by granting authority and the relevant municipal officials
 <p style="text-align: center;"><u>FAANs</u></p> <input type="checkbox"/> Copy of grant agreement signed by granting authority and the relevant municipal officials <input type="checkbox"/> Approval by the Municipal Finance Oversight Board
 <p style="text-align: center;"><u>RANs</u></p> <input type="checkbox"/> Cash Flow Statement for entire term of borrowing <input type="checkbox"/> Audit (if required by Director of Accounts) <input type="checkbox"/> School Assessments Form (regional schools only) <input type="checkbox"/> Vote (Counties and regional schools only) | <p style="text-align: center;"><u>BANs</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Article number and date of authorization on Clerk's Certificate <input type="checkbox"/> Calculate required paydowns on BANs outstanding more than 2 years (Ch.44, Sec.17) see IGR 17-21 for rules and certain exceptions <input type="checkbox"/> Issue date of a renewal must be the same as the previous loan's due date
 <input type="checkbox"/> Municipal Purpose Loan form for all MPLs
 <p style="text-align: center;"><u>SAANs</u></p> <input type="checkbox"/> Accountant's Letter confirming grant amount, grant number, amount received and balance due
 <p style="text-align: center;"><u>FAANs</u></p> <input type="checkbox"/> Accountant's Letter confirming grant amount, grant number, amount received and balance due
 <p style="text-align: center;"><u>RANs</u></p> <input type="checkbox"/> Cash Flow Statement for entire term of borrowing <input type="checkbox"/> School Assessments form (regional schools only) <input type="checkbox"/> Vote (Counties and regional schools only) |
|--|--|