Local Government Additional Transcript Requirements Form

Frequently Asked Questions (FAQ’s)

**Q: This is a competitive issue and doesn’t have an underwriter?**

A: The initial purchaser is acting as the underwriter for this transaction.

**Q: Do all the firm names need to be provided along with each cost of issuance fee?**

A: Yes, when completing the cost of issuance section of the form, please provide all fees and firm names associated with each fee. For example, if a transaction has a printing fee, please provide the firm to whom that fee was paid.

**Q: What should I do if a firm waives their fee on the transaction?**

A: Put NONE in the fee section next to the firm name.

**Q: Where should the private placement fee be placed on the Additional Transcript Requirement sheet?**

A: A row for the private placement fee was added to section 31 of the form in May 2015. This updated version of the form is available on the agency website at <http://www.brb.state.tx.us/local_debt.aspx> Prior to the release of the new form, the private placement fee was to be included under section 31 on the row labeled Misc. Cost of Issuance labeled as Placement fee ($000.00).

**Q: How do I enter Misc Cost of Issuance?**

A: If the Misc COI is over $5,000 further breakout of the costs is required. Add an additional line for each Misc Cost. underneath the Misc Cost of Issuance row in the Excel file.

**Q: In section 31, how should the Underwriting Spread be completed?**

A: For a negotiated sale the underwriting spread should be broken out into the following categories, as applicable:

1. Takedown
2. Management Fee
3. Underwriter Counsel
4. Spread Expenses

For a competitive sale the underwriting fee should be broken out between the takedown and spread expenses as well as any applicable management fees.

**Q: Is the Bond Insurance included in the underwriting spread?**

A: No, Bond Insurance should only be put in the Bond Insurance Section of the form.

**Q: Where do I put the Permanent School Fund fee?**

A: The Permanent School Fund is considered Bond Insurance, and the fee should be placed in the Bond Insurance section of the form. Please indicate that the fee paid is for the Permanent School Fund Bond Guarantee Program.