



# SBA Form 1502 Reporting

2019 Mid-America Lenders Conference

**Victor M Cruz, Presenter**

Colson Services Corp

BNY Mellon

Tuesday, April 9<sup>th</sup>



BNY MELLON

# SBA Form 1502 Overview

## Affected Population

- Mandatory on all 7(a) loans with an *Outstanding* SBA guaranty, regardless of borrower payment activity
  - Monthly cycle includes loan activity from first thru last calendar day of the Prior month
- Lenders Active guaranty loan portfolio is available via the *1502 Dashboard* portal; Lenders should confirm 100% reported loan status each month
  - Additional “Supplemental” 1502 reporting should be provided when necessary to resolve unreported loan status Post initial month-end remittance
- Promptly notify SBA of loans withdrawn by borrower via Lender direct update on E-Tran Servicing to *Cancelled* loan status
  - Loans Cancelled during the month will be received by Colson as Inactive effective for the Next month 1502 reporting cycle; Reporting may then be discontinued

# SBA Form 1502 Overview

## Data Processing & Exports

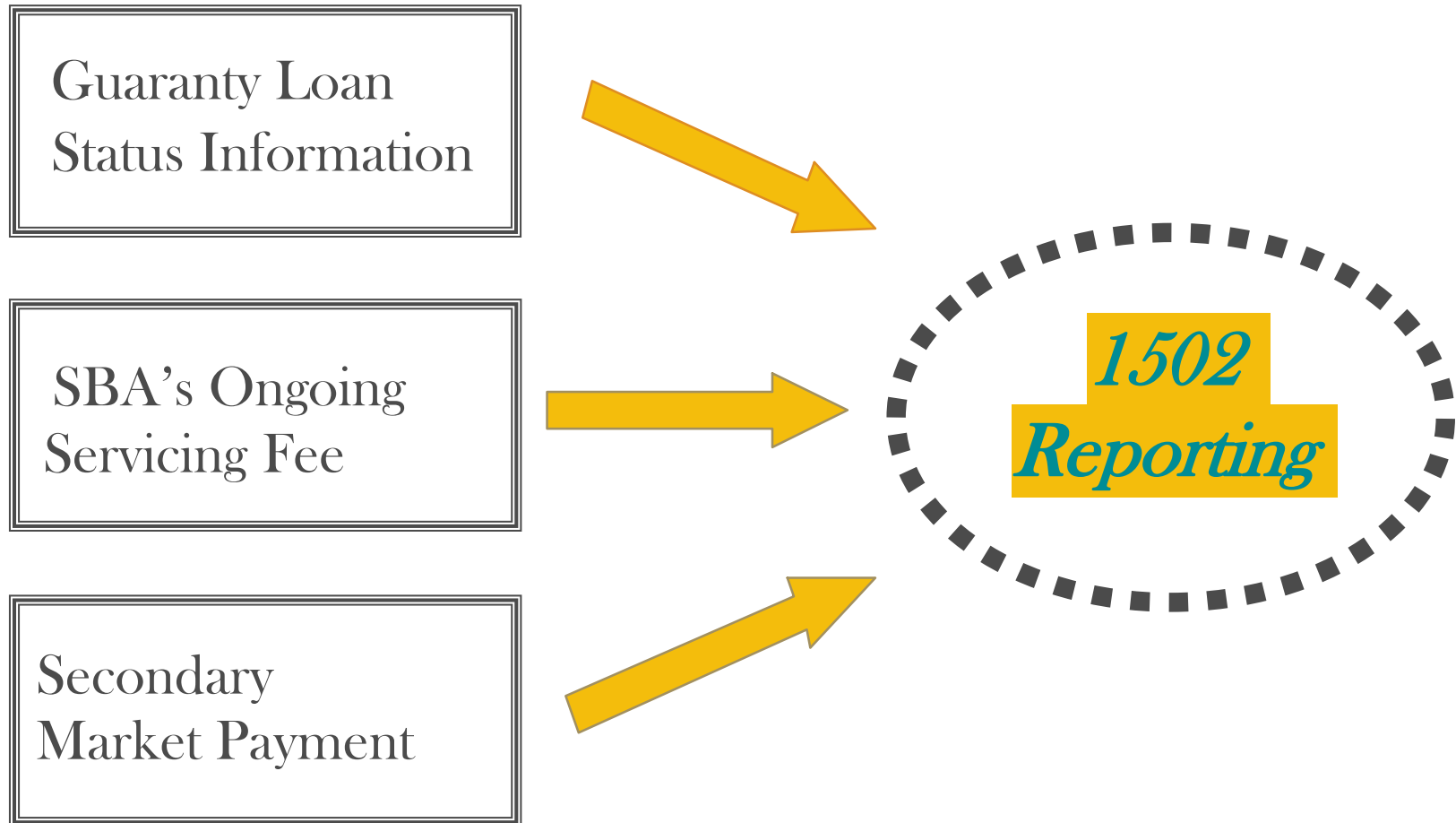
- 1502 **Due Date** is the *3<sup>rd</sup>* calendar day or next business if 3<sup>rd</sup> is not business
- SBA's **two** business day grace period may fall between *5<sup>th</sup>* & *8<sup>th</sup>*
- 1502 data exports *Daily* to SBA for **E-Tran Servicing** guaranty status updates
  - 1502 Info provided at the aggregate 100% note level
  - Lender edits/corrections made via the 1502 Dashboard portal to resolve error exception(s) will trigger revised status updates next day during month

SBA's E-Tran Servicing / 1502 Info History

#	LoadDt	Source	IntPct	Prcls Dt	IntPaidTo Dt	Int	Principal Paid	NxtInstmnt DueDt	LndrLoan#	Disb Amt	GSS	OutstBal Amt	Undisb Amt	Ongng Serv Fee	Extract Dt	MFUploadDt	Warn	Err	First Name	Last Name
1	10/03/2018	Colson	4.75	09/30/2018	09/24/2018	\$1,147.07	\$5,915.89	10/17/2018		\$0.00	1	\$201,072.31	\$0.00	\$66.82	10/03/2018					Colson
2	09/06/2018	Colson	4.75	08/31/2018	08/13/2018	\$731.81	\$6,331.15	09/17/2018		\$0.00	1	\$206,988.20	\$0.00		09/06/2018	09/06/2018				Colson
3	08/03/2018	Colson	4.75	07/31/2018	07/18/2018	\$796.04	\$13,329.86	08/17/2018		\$0.00	1	\$213,319.35	\$0.00		08/03/2018	08/03/2018				Colson
4	07/04/2018	Colson	4.75	06/30/2018	06/21/2018	\$1,165.96	\$5,896.99	06/17/2018		\$0.00	2	\$226,649.20	\$0.00		07/04/2018	07/04/2018				Colson
5	06/05/2018	Colson	4.75	05/31/2018	05/14/2018	\$1,539.19	\$5,523.76	05/17/2018		\$0.00	2	\$232,546.19	\$0.00		06/05/2018	06/05/2018				Colson
6	05/03/2018	Colson	4.75	04/30/2018	03/26/2018	\$0.00	\$0.00	04/17/2018		\$0.00	2	\$238,069.95	\$0.00		05/03/2018	05/03/2018				Colson
7	04/04/2018	Colson	4.75	03/31/2018	03/26/2018	\$1,094.79	\$5,968.17	04/17/2018		\$0.00	1	\$238,069.95	\$0.00		04/04/2018	04/04/2018				Colson
8	03/03/2018	Colson	4.75	02/28/2018	02/20/2018	\$1,088.59	\$5,974.36	03/17/2018		\$0.00	1	\$244,038.12	\$0.00		03/03/2018	03/03/2018				Colson
9	02/06/2018	Colson	4.75	01/31/2018	01/18/2018	\$1,181.73	\$5,881.23	02/17/2018		\$0.00	1	\$250,012.48	\$0.00		02/06/2018	02/08/2018				Colson
10	01/04/2018	Colson	4.75	12/31/2017	12/14/2017	\$1,174.39	\$5,888.56	01/17/2018		\$0.00	1	\$255,893.71	\$0.00		01/04/2018	01/04/2018				Colson

# SBA Form 1502 Overview

## Reporting Components



U.S. SMALL BUSINESS ADMINISTRATION

Guaranty Loan Status & Lender Remittance Form

Check box if lender information reflects changes

Check box if secondary market payment reported is a late payment or prepayment

Lender's Name:

**A**

Lender's Street Address:

Lender's City, State, Zip:

Lender's Contact Person:

Contact Person's Telephone No.:

Contact Person's Fax No:

Month Ending: \_\_\_\_\_

**B**

SBA GP Number	Lender Loan Number	Next Installment Due Date	Status (4 - 9)	Amt Disbursed this Period on Total Loan	Amount Undisbursed on Total Loan	Interest Rate	Guar. Portion Interest	Guar. Portion Principal	Total to FTA Guar. Portion Pymt or Fee	Interest Period		# of Calendar Days	Guar. Portion Closing Balance	Remittance Penalty (if any)
										From	To			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>

Total: \$0.00

**17**

Total: \$0.00

Status Codes	
4 Deferred	7 Transferred
5 In Liquidation	8 Purchased by SBA
6 Paid-in-Full	9 Fully Undisbursed

Grand Total: \$0.00  
Total to FTA + Penalty

**19**

**18**

Check/Wire Amt: \$0.00

**20**

# Guaranty Loan Status

- Calculation performed by FTA for loan currency (Status Codes 1, 2 & 3)
  - Effective Mid-March 2017, All Loans:
    - > Primary: Next Installment Due Date
    - > Secondary: Interest To Date (only in absence of Primary)

October 2018 Reporting (Month-end September 2018)	Calculation		
Status Codes	1	2	3
Next Installment Due Date	October 2018	September 2018	<= August 2018
Interest To Date	September 2018	August 2018	<= July 2018

# SBA's Ongoing Servicing Fee

**Revised for Fiscal Year 2019**

SBA Annual Service Fee Fee Calculated by Lender on Guaranteed Portion	Affected Loan Population
SBA 50 Basis Point Fee (.0050)	○ 7(a) loans approved 10/12/95 thru 09/30/02
SBA 25 Basis Point Fee (.0025)	○ 7(a) loans approved 10/01/02 thru 04/04/04 ○ STAR Loans
SBA 36 Basis Point Fee (.0036)	○ 7(a) loans approved 04/05/04 thru 09/30/04
SBA 50 Basis Point Fee (.0050)	○ 7(a) loans approved 10/01/04 thru 09/30/05
SBA 54.5 Basis Point Fee (.00545)	○ 7(a) loans approved 10/01/05 thru 09/30/06
SBA 55 Basis Point Fee (.0055)	○ 7(a) loans approved 10/01/06 thru 09/30/07
SBA 49.4 Basis Point Fee (.00494)	○ 7(a) loans approved 10/01/07 thru 09/30/08
SBA 55 Basis Point Fee (.0055)	○ 7(a) loans approved 10/01/08 thru 09/30/13
SBA 52 Basis Point Fee (.0052)	○ 7(a) loans approved 10/01/13 thru 09/30/14
SBA 51.9 Basis Point Fee (.00519)	○ 7(a) loans approved 10/01/14 thru 09/30/15
SBA 47.3 Basis Point Fee (.00473)	○ 7(a) loans approved 10/01/15 thru 09/30/16
SBA 54.6 Basis Point Fee (.00546)	○ 7(a) loans approved 10/01/16 thru 09/30/17
SBA 55 Basis Point Fee (.0055)	○ 7(a) loans approved 10/01/17 thru 09/30/18
<b>SBA 55 Basis Point Fee (.0055)</b>	<b>○ 7(a) loans approved on or after 10/01/18</b>
SBA Authorized Fee Relief (Zero Basis Points)	○ 7(a) loans approved 10/1/13 thru 09/30/16 <u>AND</u> Gross Approval Amount ≤ \$150k (single loan or within 90 days of companion loan(s) <u>AND</u> gross aggregate ≤ \$150k) ○ ARC Loans ○ <b>7(a) loans approved on or after 10/01/18 where OC is in Rural Area or HUBZone as determined by SBA <u>AND</u> Gross Approval Amount ≤ \$150k</b>

# SBA's Ongoing Servicing Fee Calculations

## Two Calculations for SBA's Ongoing Servicing Fee:

- For **Term** loans,

basis point fee calculation:

$[\text{Guaranteed Opening Balance}] \times [\text{Fee Rate}] \div [\text{Calendar Basis}] \times [\# \text{ of Days}]$

*(Guar Opening Balance = Reported Guar Closing Balance + Guar Principal Amount)*

- For **Revolvers** or Term loans with multiple disbursements,

basis point fee calculation:

$[\text{Guaranteed Interest Amount}] \times [\text{Fee Rate}] \div [\text{Note Rate}]$



## What If SBA Loan GP#1234567890 Was...???

U.S. SMALL BUSINESS ADMINISTRATION

Guaranty Loan Status & Lender Remittance Form

Check box if lender information reflects changes

F  
O  
L  
D

Check box if secondary market payment reported is a late payment or prepayment

Lender's Name: Main Street Bank Lender's Street Address: 123 Main Street

Lender's City, State, Zip: Anytown, DC 20000 Lender's Contact Person: Joe Banker

Contact Person's Phone No: 202-555-5555 x 123 Contact Person's Fax No: 202-555-5550

Month End: 3/31/2018 Gross Approval = \$250k  
4/30/2018 SBA Guaranty = 75%

SBA Amount = \$187,500

*Non-Secondary: Subject to 55 Basis Points*

*Secondary: Lender Retaining 1% Servicing Fee*

SBA GP Number	Lender Loan Number	Next Installment Due Date	Status (4 - 9)	Amt Disbursed this Period on Total Loan	Amount Undisbursed on Total Loan	Interest Rate	Guar. Portion Interest	Guar. Portion Principal	Total to FTA Guar. Portion Pymt or Fee	Interest Period From To	# of Days	Calendar Basis	Guar. Portion Closing Balance	Remittance Penalty (if any)
1234567890			9		250,000.00									
<b>03/31/18 - New Approval; Fully Undisbursed</b>														
1234567890	ABC123	04/10/18		250,000.00		6.75%	0.00	0.00	0.00	03/10/18	0	365	187,500.00	
<b>OR Full Loan Disbursement</b>														
1234567890	ABC123	05/10/18				6.75%	1,074.91	1,244.43	87.59	03/10/18 04/10/18	31	365	186,255.57	
<b>04/30/18 - Borrower Repayment P&amp;I</b>														
1234567890	ABC123	05/10/18				6.75%	520.12	0.00	42.38	03/10/18 03/25/18	15	365	187,500.00	
1234567890	ABC123	05/10/18				5.75%	472.60	1,244.43	1,717.03	03/25/18 04/10/18	16	365	186,255.57	
<b>Sold Secondary; Settlement Effective 03/25/18</b>														

# FTA Website

www.colsonservices.com

Home | Colson Services - Windows Internet Explorer provided by BNY Mellon

File Edit View Favorites Tools Help

Suggested Sites

Colson | BNY MELLON

ABOUT SERVICES NEWS CONTACT DOWNLOADS SIGN IN ▲

1502 CONNECTION

1502 DASHBOARD

FACTOR PAGES

LOANLIST

LOANPOINT

PSU ONLINE

SETTLEMENT EXPRESS

CUST SERVICE ONLINE

**Your Programs Designed To Be Smart**

Committed to providing reliable, results-driven services to the public and private sectors.

GET STARTED

Colson's Capabilities

Colson has more than 20 years of experience working with a variety of

https://www.colsonservices.com/csSecELogin/login.aspx?AppId=1400&ReturnUrl=%2fdsh1502%2fdefault.aspx

100%

Start

9:55 AM 6/29/2017

# Spotlight: 1502 Connection

- **1502 Connection allows lenders to data enter their monthly 1502 info online**
  - Best for small to medium loan portfolios
    - 100% Reporting - Unsold Loans Only
    - Guaranteed Portion Reporting - Sold and Unsold loans
  - View active loan portfolio \*\*

*\*\*Excludes XGP Cancelled, Paid In Full, Guaranty Purchase & Charged Off status loans*

- **Additional Options Include:**
  - Data Modifications - same day only
  - View 1502 data - daily submission or current month
  - Special Remittance Form - to pay prior SBA fees only
  - View Quarterly Ongoing Servicing Fee Variance Report

*Note: Secondary Payoffs for sold loans should not be entered online via the 1502 Connection*

# Online 1502 Filing - Main Menu



## Online 1502 Filing - Main Menu

[ENTER 1502 FORM INFORMATION](#) - Guaranteed Portion reporting

[ENTER 1502 FORM INFORMATION](#) - 100% reporting (Non-Secondary Mkt. Loans only)

[MODIFY PREVIOUSLY ENTERED PAYMENT RECORDS](#) (SAME DAY ONLY)

[VIEW TODAY'S SUBMISSIONS](#) (Report - Print in Landscape Mode on Legal Paper)

[VIEW CURRENT MONTH](#) (Report - Print in Landscape Mode on Legal Paper)

## Special Remittance Form

[SPECIAL REMITTANCE FORM](#) - Prior SBA Fees only (Non-1502 reporting)

[MODIFY PREVIOUSLY ENTERED PAYMENT RECORDS](#) (SAME DAY ONLY)

[VIEW TODAY'S SUBMISSIONS](#) (Report - Print in Landscape Mode on Legal Paper)

[VIEW CURRENT MONTH](#) (Report - Print in Landscape Mode on Legal Paper)

## Reports

[VARIANCE REPORT](#) - View Quarterly Variance Report

# 100% Portion Reporting - Add New Payment Record



**1502 Connection** Online 1502 Filing

 **Online 1502 Filing**    **Portfolio Maintenance**    **Options**    **Logoff**    **Email Us**

customer service: 877-245-6159

## 100% Portion Reporting - Add New Payment Record

SBA Number		Lender Loan Number		Next Installment Due Date (MM/DD/YYYY)	
<input type="text" value="Select a GP"/> ▼		<input type="text"/>		<input type="text"/>	
Status	Amt. Disbursed This Period On Total Loan	Amt. Undisbursed On Total Loan	Interest Rate(%)		
<input type="text" value="Select a Status"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>		
100% Portion Interest	100% Portion Principal	Total To FTA 100% Portion Payment or Fee			
<input type="text"/>	<input type="text"/>	<input type="text" value="* calculated on submission"/>			
Interest From Date (MM/DD/YYYY)	Interest To Date (MM/DD/YYYY)	Number Of Days	Calendar Basis		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> 365 <input type="radio"/> 360		
100% Portion Closing Balance	Remittance Penalty (if any)	<input type="text" value="Clear Form"/>		<input type="text" value="Continue &gt;&gt;"/>	
<input type="text"/>	<input type="text"/>				

# Spotlight: 1502 Dashboard via Single Sign On (SSO)

- *Lender 1502 Reporting Summary*

- View active loan portfolio and detailed info per SBA's record
- Confirm 100% reported status OR review unreported loan status for reporting action
- Confirm zero “reported with errors (open)” exceptions OR Edit 1502 info record to clear

- *1502 Info Search*

- View historical 1502 data at loan level & edit/correct current month reporting
- Validate resolution of open “Reported with Errors” exception messages

- *1502 e-File Submission*

- Upload and submit 1502 excel remittances
- Onscreen confirmation of FTA receipt & efficient automation processing

- *Lender Record*

- Update lender ID profile address and contact info as needed

- *Notice of 1086 Execution*

- Lender retrieval of 1086 execution letters for secondary market loan settlements

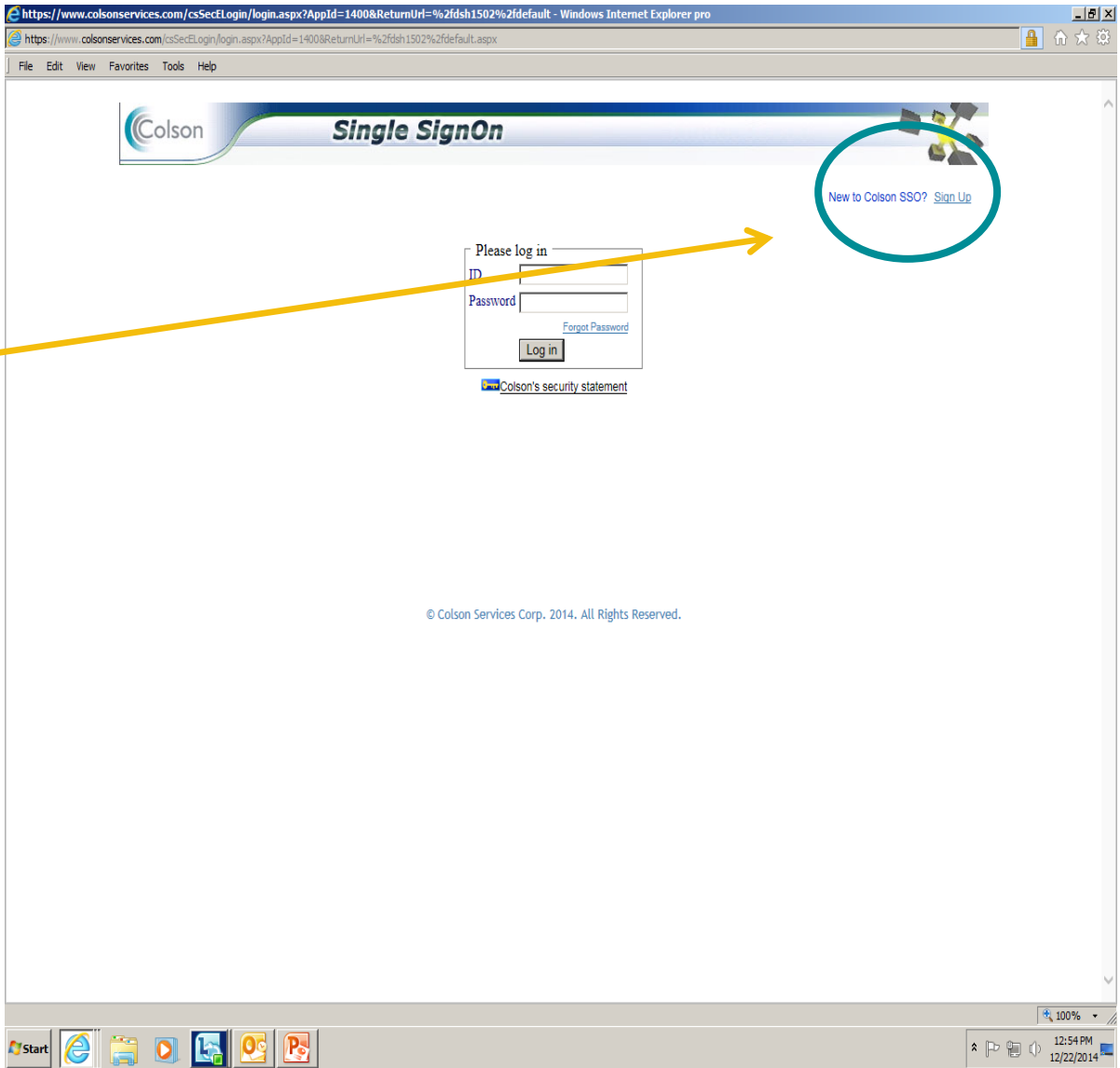
# 1502 Dashboard: Self-Enrollment

The **1502 Dashboard** is accessed through Colson’s website via the “log on to” dropdown menu or web link <https://www.colsonservices.com/Dsh1502>

Single SignOn login can be obtained by selecting “[New To Colson SSO? Sign Up](#)” and inputting the banks active login ID & password for the **1502 Connection** to establish lender verification

A series of emails will create an unique login ID and password for access to the 1502 Dashboard via **Single Sign On** login. Repeat steps for multiple users

The 1502 Dashboard **User Guide** is available on the homepage message board & questions should be directed to Client Services toll free 877-245-6159, option #1



# e-File Submission

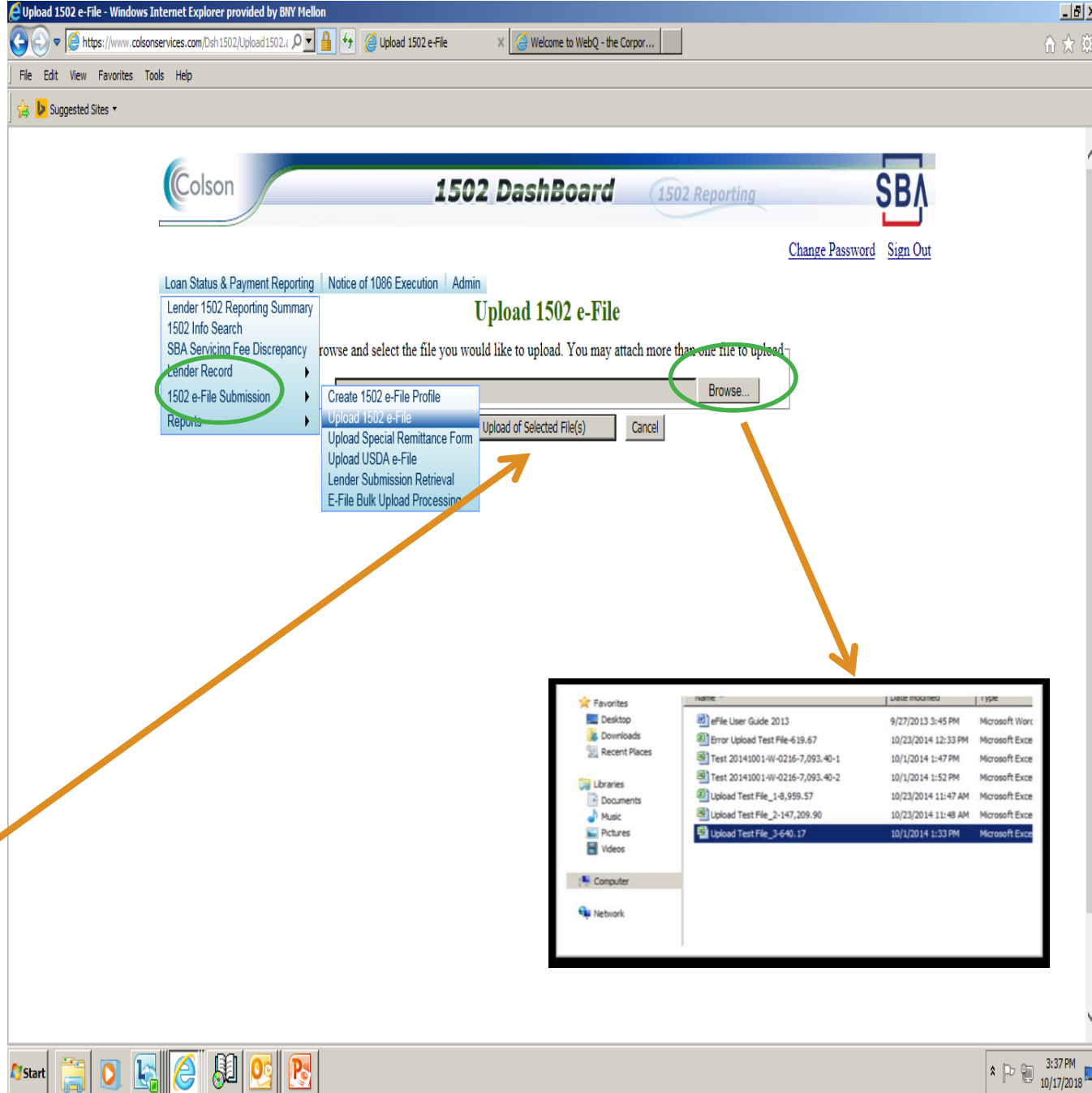
The 1502 Dashboard e-File allows for the following excel spreadsheet submissions:

- Standard 1502 Forms
- USDA Remittance Forms

Excel spreadsheets in Standard 1502 format is mandatory for e-File uploads.

Negative dollar values i.e. borrower payments, outstanding balances and “Total to FTA” amounts are not allowed and must be removed prior to upload

Browse to locate spreadsheet to be uploaded and select “Upload Selected File(s)” to proceed. Repeat Browse step for multiple files to be uploaded.





# 1502 Dashboard e-File


*Verify* Data, *Confirm* Total, *Submit* File

Upload 1502 e-File - Windows Internet Explorer provided by BNY Mellon

https://www.colsonservices.com/Dsh1502/Upload1502.aspx

File Edit View Favorites Tools Help

Suggested Sites



## 1502 Dashboard

1502 Reporting


[Change Password](#) | [Sign Out](#)

Loan Status & Payment Reporting | Admin

### Upload 1502 e-File

Dashboarde-file.xlsx

[1502]

[1502]

SBA GP Number	Lender Loan Number	Next Installment Due Date	Status (4 - 9)	Amt. Disbursed This Period On Total Loan	Amount Undisbursed On Total Loan	Interest Rate	Guar. Portion Interest	Guar. Portion Principal	Total To FTA Guar. Portion Pymt Or Fee	Interest Period From	Interest Period To	Number of Days
1234567890	ABC123	05/01/2017		\$0.00	\$0.00	5.000%	\$500.00	\$500.00	\$20.00	03/01/2017	04/01/2017	

Your 1502 data will be processed in accordance with this preview. Please verify data.

Grand Total: \$20.00    Lender ID:

Does this match intended payment?  Yes  No

**Verify**

**Verify**

**Submit**

**Confirm**

# 1502 Dashboard - Reporting Summary View

## Lender 1502 Reporting Summary

List by

Month/Year      Lender ID      Lender Name

			Reported/Unreported Loan Status				1502 Remittance Exception(s) Status						
SBA Field Office	Colson Lender ID	Lender Name (Hover for complete name)	Active Loans	Unreported Loans	Unreported Loans %	Reported Loans	Reported Loans %	Messages (Initial)	Reported with Errors (Initial)	Reported with Errors (Initial) %	Messages (Current)	Reported with Errors (Open)	Reported with Errors (Open) %
<a href="#">0515</a>	71732	BANK Ixxxxxxxxxxx	60	60	100.00%	0	-	0	0	-	0	0	-
<a href="#">0390</a>	94928	BANK Mxxxxxxxxxxx	67	49	73.13%	18	26.87%	1	1	5.56%	1	1	5.56%
<a href="#">0912</a>	59439	BANK Cxxxxxxxxxxx	5850	44	0.75%	5806	99.25%	19	34	0.59%	19	17	0.29%

Monthly reporting cycle starts 1<sup>st</sup> business day.  
 Reported loan status updates day after FTA processing initial month end remittance

Lenders should confirm 100% reported status OR submit supplemental 1502 for loans flagged Unreported

Review "Reported with Errors (Open)" conditions and EDIT current month 1502 data to clear for revised E-Tran loan status update next day

Go to page



# Loans Unreported

## Action Steps

- On a daily basis lenders reported/unreported active loan count is available via the online *1502 Dashboard* portal
- Actions lenders may take to clear unreported loan status:
  - *Active* loans can be reported via an additional “supplemental” 1502 submission for current month; then include to the next regular month end 1502 report thereafter
  - *Cancelled* loans must be updated directly with SBA. Effective 02/01/15 Lenders are required to provide SBA notification/update via E-Tran Servicing. Loans cannot be cancelled through SBA Form 1502 reporting or Colson Services
  - *Paid In Full* loans cannot be updated by Colson. For E-Tran status update, lenders must submit a “supplemental” 1502 reporting of Status Code 6; Guar Port Principal; Interest Paid To Date; Guar Port Closing Balance of \$0.00
- Unreported loan(s) exception notices are faxed at the end of each calendar month; 1502 Dashboard unreported loan count becomes *Final* for the reporting cycle and can no longer be cleared

# 1502 Dashboard - Loan Level History

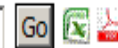
## 1502 Info Search

Hover to display message text

Search By  SBA Loan Number  Sequence Number  Colson LenderID

Export to Excel /PDF

8368935722



	Colson Seq No	Reference No	Reference Dt	Msg/Err Codes	SBA Loan No	Lender Loan No	Next Inst Due Date	Status	Amt Disbursed	Amt Undisbursed	Int Rate	Guar Interest Amt	Guar Principal Amt	Remitted to FTA	I
<a href="#">Edit</a>	04/06/2016-W-164	437339499	04/07/2016	17,16,2	8368935722	619987		0	\$0.00	\$0.00	7.25000	\$0.00	\$0.00	\$0.00	___
	03/03/2016-W-82	436863164	03/04/2016	16	8368935722	619987	12/01/2015	0	\$0.00	\$0.00	7.25000	\$0.00	\$0.00	\$0.00	___
	02/05/2016-W-137	436684804	02/08/2016		8368935722	619987	12/01/2015	0	\$0.00	\$0.00	7.25000	\$0.00	\$0.00	\$0.00	___
	01/05/2016-W-100	436081767	01/06/2016		8368935722	619987	12/01/2015	0	\$0.00	\$0.00	7.00000	\$0.00	\$0.00	\$0.00	___
	12/04/2015-W-70	435803343	12/07/2015		8368935722	619987	12/01/2015	0	\$0.00	\$0.00	7.00000	\$26.56	\$319.73	\$346.29	10/C
	11/04/2015-W-79	435417339	11/05/2015		8368935722	619987	11/01/2015	0	\$0.00	\$0.00	7.00000	\$26.75	\$319.53	\$346.28	09/C
	10/06/2015-W-52	435145484	10/07/2015		8368935722	619987	10/01/2015	0	\$0.00	\$0.00	7.00000	\$27.63	\$318.52	\$346.15	08/C

Edits Available Current Month Only

Stroll Bar moves left to right

# 1502 Dashboard - Loan Level Edits

## 1502 Info Search

Search By  SBA Loan Number  Sequence Number  Colson LenderID

SBA Loan Record Info

**Details for SBA Loan No: 8368935722**

Colson Seq No: 04/06/2016-W-164      Reference No: 437339499      Reference Dt: 04/07/2016      **Msg/Err Codes: 16,17,2**

SBA Loan No:       Lender Loan No:       Next Inst Due Date:

Amount Disbursed:       Amount Undisbursed:       Interest Rate:

Guar Principal Amt:  \*      Remitted to FTA: \$0.00      Interest From Date:

# of Interest Days:       Interest Basis:       Guar Closing Bal:  \*

Msg/Err Code	Message/Error Message
2	#02 (1035) SBA's System will not update subject loan. Guaranteed Portion Closing Balance must be greater than z
16	#16: SBA's status shows loan in liquidation. Must report loan with a status code 5.
17	# 17 (1030) This is a warning message that Guaranteed Portion Principal was not reported and the Guaranteed Po was reduced from the last balance accepted by SBA. Please provide the Guaranteed Portion Principal to reduce the reported closing balance is unchanged from the prior 1502 report, access SBA E-Tran Servicing/1502 Info to review (Err) triggered by prior reporting that prevented the loan balance to update.

Lender Id: 96215  
 Lender Name: BANK Bxxxxxxxxxxxx  
 SBA Loan No: 8368935722  
 Lender Loan No: 123456789  
 Borrower Name: Gxxxxxxxxx25  
 Approved Date: 11/10/2009  
 Approval Gross Amt: \$25,000.00  
 Percent SBA: 90.00 %  
 Approval SBA Amt: \$22,500.00  
 Maturity Date: 11/10/2016  
 Fee Rate: 0.00550  
 SBA Status Desc: DISBURSED IN LIQUIDATION  
 LOC: No

Click to identify potential targets for edit(s) to clear exception(s)  
 Note: Edit required to at least one (\*) data element to clear  
 Select **Validate** feature to confirm clearance prior to Save

# Lender Exception Report

## Error Corrections

- Lender Exception Reports are faxed to lenders the night the 1502 is processed. Exception messages/errors are also available for view via the Colson online *1502 Dashboard* portal
- Data corrections are expected upon receipt and should be updated by lender on the 1502 Dashboard during the current month cycle; Confirmation of clearance provided via Dashboard *Validate* feature
- Errors can only be cleared during the month that they are incurred; Dashboard 1502 Info *Edit* feature will no longer be available once a cycle has ended and “open” errors can no longer be cleared
- 1502 Data elements\* tied to SBA’s Ongoing Servicing Fee calculations cannot be edited *After* the 19<sup>th</sup>\*\* of the month

*\*Guaranteed Closing Balance; Calendar Basis; # of Days; Guaranteed Principal; Guaranteed Interest ; Interest Rate*

*\*\*OR prior business day IF 19<sup>th</sup> is a non-business day*

# Lender Exception Report Web Resources

**Colson** | **BNY MELLON** - Reporting

ABOUT SERVICES NEWS CONTACT **DOWNLOADS** SIGN IN

**Agent Services**

- SBA Form 159 7(a)

**SBA Form 1502 Reporting Instructions**

- SBA Form 1502 Frequently Asked Questions
- SBA Form 1502 Field Descriptions
- Schedule of 1502 & Payment Due Dates
- Instructions for SBA Form 1502 & Payment Submission
- SBA Form 1502 Electronic Data Specifications
- **FTA Lender Remittance Exceptions**
- SBA Lender Fee Variance Report Reference Matrix

**SBA Form 1502 Resources**

- SBA Form 1502 - Blank Template
- SBA Form 1502 Fee Calculator
- SBA Form 1502 Fee Calculator Instructions
- 1502 Connection Enrollment Form
- 1502 Connection User Agreement
- 1502 Connection User Guide
- 1502 Dashboard User Guide

**Colson**

**Lender Remittance Exceptions**

**Overview**

Colson's database is programmed to edit all information reported on incoming 1502 reports on a daily basis. If multiple data lines appear per GP Number, the program automatically consolidates the information into a single line. After performing this daily "roll-up", the database cross-references the information using both SBA's prescribed reporting criteria and Colson's edit parameters. Detected discrepancies prompt appropriate error messages which are reported to the respective lenders. Listed below are 20 **active** FTA exception codes and their corresponding messages that may appear on the 1502 Dashboard and 1502 Dashboards. Numbers included in parentheses relate to SBA's parallel warning (Warn) or error (Err) codes displayed on the 1502 History within E-Train's E-Lend Servicing/1502 Info. Helpful guidance is also provided outlining the appropriate action to be taken to resolve each exception. For each action, fee-free should contain compliance of connection to world connection of financial assistance.

# SBA Form 1502 Reporting

## Top 5 FTA Lender Exceptions (Monthly Avg or Max Loan Count > 1,000)

FTA Code (SBA Code)	Description	Condition	Action Steps
<b>13 (1011)</b>	<i>This is a courtesy message that SBA's System shows this loan as Cancelled, Paid-in-Full, Charged Off or Sold in Asset Sale. Cancelled loans may be due to the expiration of SBA's guaranty. Discontinue reporting if the loan is no longer active. If the loan is active, contact your SBA Servicing Center.</i>	SBA's database indicates that the loan guaranty is no longer active.	<ul style="list-style-type: none"> <li>• If the guaranty is inactive, remove loan from future 1502 reports</li> <li>• If the guaranty should still be active, contact the SBA center to potentially reinstate the loan</li> </ul> <p>Note – Volume is increased due to common lender practice to continue to report on loans until this “confirmation” code is generated</p>
<b>21 (1048)</b>	<i>SBA will not update this record since SBA's System shows this loan as Approval Fully Undisbursed. If the loan is Fully Undisbursed, please report a Guaranty Service Status Code 9; otherwise an Amount Disbursed this Period on Total Loan must be provided.</i>	Lender reported loan as Current, Past Due or Deferred. However, SBA's System still shows the loan as Approval Fully Undisbursed.	<ul style="list-style-type: none"> <li>• If the loan is Fully Undisbursed, report a Status Code 9 and provide the gross loan approval amount as the Amount Undisbursed on Total Loan</li> <li>• If the loan has been disbursed, report the loan disbursement for the Amount Disbursed This Period on Total Loan</li> </ul>

Source: Colson Services Corp., SBA Fiscal Transfer Agent



# SBA Form 1502 Reporting

## Top 5 FTA Lender Exceptions (Monthly Avg or Max Loan Count > 1,000)

FTA Code (SBA Code)	Description	Condition	Action Steps
<b>14 (1042)</b>	<i>SBA's System will not update for subject loan. Outstanding balance plus amount undisbursed exceeds the net approval for loan. Please ensure the closing balance reported is for the guaranteed portion of the loan.</i>	The total outstanding loan balance + amount undisbursed > SBA's gross approval amount	<ul style="list-style-type: none"> <li>• Report the correct <u>Guaranteed Portion</u> Closing Balance</li> <li>• Report the correct Amount Undisbursed on <u>Total Loan</u></li> <li>• Verify ETRAN matches lender records for SBA Guaranty Percentage and Approval Amount</li> </ul>
<b>2 (1035)</b>	<i>SBA's System will not update subject loan. Guaranteed Portion Closing Balance must be greater than zero.</i>	The Guaranteed Portion Closing Balance = \$0.00.	<ul style="list-style-type: none"> <li>• Report the correct Guaranteed Portion Closing Balance on <u>every line</u> of 1502 reporting</li> <li>• Report Status Code 6 if the loan is Paid In Full</li> <li>• Report Status Code 9 with the gross approval amount as the Amount Undisbursed on Total Loan if the loan has never been disbursed</li> <li>• Verify the loan is classified as a line of credit on ETRAN if reporting a temporary pay down to \$0.00</li> </ul>

Source: Colson Services Corp., SBA Fiscal Transfer Agent

# SBA Form 1502 Reporting

## Top 5 FTA Lender Exceptions (Monthly Avg or Max Loan Count > 1,000)

FTA Code (SBA Code)	Description	Condition	Action Steps												
<b>17 (1030)</b>	<i>This is a warning message that Guaranteed Portion Principal was not reported and the Guaranteed Portion Closing Balance was reduced from the last balance accepted by SBA. Please provide the Guaranteed Portion Principal to reduce the closing balance or if the reported closing balance is unchanged from the prior 1502 report, access SBA E-Tran Servicing/1502 Info to review loan rejection errors (ERR) triggered by prior reporting that prevented the loan balance to update.</i>	<p>The total outstanding loan balance &lt; ETRAN loan balance and Guaranteed Portion Principal = \$0.00.</p> <p>Possible causes:</p> <ul style="list-style-type: none"> <li>• Guaranteed Portion Principal was not reported</li> <li>• Incorrect Guaranteed Portion Closing Balance reported</li> <li>• Prior 1502 reporting rejected on SBA CAFS due to errors (Err)</li> </ul>	<ul style="list-style-type: none"> <li>• Report the correct Guaranteed Portion Principal</li> <li>• Report the correct Guaranteed Portion Closing Balance</li> <li>• Review ETRAN's E-Lend Servicing/1502 Info to avoid reporting errors (Err) that prevented previous balance(s) from being accepted</li> </ul> <p>Note: SBA Code 1030 is a Warning message (Warn). ETRAN will accept record if there are no Err records.</p> <table border="1" data-bbox="1671 796 1812 1149"> <thead> <tr> <th>Warn</th> <th>Err</th> </tr> </thead> <tbody> <tr> <td>1030</td> <td>1035</td> </tr> <tr> <td>1030</td> <td>1035</td> </tr> <tr> <td>1030</td> <td></td> </tr> <tr> <td>1030</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Warn	Err	1030	1035	1030	1035	1030		1030			
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# Thank You!

## Contact Colson Client Services:

- 877-245-6159
  - Option #1: 1502 Reporting Questions
  - Option #2: Sold Secondary Market Questions
- [info@colsonservices.com](mailto:info@colsonservices.com)

## Form 1502 & 159 Submission:

- Web
  - 1502 Dashboard e-File *(Most Preferred for 1502 excel)*
  - 1502 Connection
- Email
  - [1502@colsonservices.com](mailto:1502@colsonservices.com) *(1502 Remittances only)*
  - [form159@colsonservices.com](mailto:form159@colsonservices.com) *(SBA Form 159 only)*