



1502 Reporting: Tips & Guidance for November

This email is intended to provide guidance and clarification on 1502 and CARES reporting for November, including an update on PARRiS scoring and an outline of enhancements made to the 1502 template available on the Wiki.

1502 Gateway

- **Reporting Summary** – If you make edits or corrections to your data in the reporting summary, you must "save" the updates prior to selecting "Validate." This is a change from the 1502 Dashboard. Based on lender feedback, the FTA will consider the ability to validate unsaved edits or corrections as a future enhancement.
- **1502 and 1112 Excel Templates** – We have enhanced the [1112](#) and [1502](#) templates on the [FTA Wiki](#) using Excel data validations and pre-set formatting to help you avoid 1502 Gateway error messages. For example, the templates have built-in date formatting (mm/dd/yyyy) and character limitations on certain fields to immediately flag any data that might not be accepted by the Gateway upload. The 1502 template was recently updated on Friday, October 29th with a header formatting change to the "SBA GP Number (ten digits only)" column. Please use this version to avoid upload errors in the 1502 Gateway. **Please use this latest version to avoid upload errors in the 1502 Gateway.**

Key November dates for 1502 and CARES reporting:

- **Standard 1502 reporting is due no later than Friday, November 5th**
- **CARES Act, Section 1112 reporting is due no later than Monday, November 8th**
- **PPP 1502 is due no later than Monday, November 15th**

PARRiS Scorecard

SBA's Office of Credit Risk Management (OCRM) will consider the Agency's FTA migration activities when assigning Lender risk ratings. Lenders will receive a low risk 1502 rating for the affected period.

If you have questions relating to 1502, please email 1502@sba.gov. For general questions, please contact the FTA Customer Service Team at FTA@sba.gov or via the toll-free hotline at (877) 470-0722.

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