



1502 Enhancement: SBA’s Annual Servicing Fee Invoice and Overpayment Statements in CAFS

Beginning July 2023, lenders will be able to view Annual Servicing Fee Invoices and Overpayment Statements within CAFS FTA Portal via the 1502 Gateway.

Impacted lenders will be notified via email when the Annual Servicing Fee Invoices and Overpayment Statements are available for retrieval and corrective action.

Annual Servicing Fee Invoices:

The Annual Servicing Fee Invoices will be posted monthly for invoice billing of SBA’s ongoing guaranty fees which were determined to have been underpaid based on Form 1502 reporting and fee validation. Posted invoices will include both new invoice billings and any prior invoices unpaid awaiting Lender action. Invoices will be available for view by affected Lenders following completion of the monthly invoice generation process.

1502 Gateway - Annual Servicing Fee Invoice - April 2023

Good afternoon,

Below please find your SBA on-going guaranty fee invoices for loans where it was determined that the annual fee was underpaid based on Form 1502 reports submitted. These fee invoices should be paid to the FTA through one consolidated wire or ACH credit to cover the total amount outstanding for all invoiced amounts by no later than 05/05/2023. Lenders should include the sequential range of Invoice Reference numbers in the payment memo field for multiple invoices.

The total invoice amount owed to FTA is \$20.48.

Location ID	Lender Name	SBA Loan Number	Lender Loan Number	Invoice Number	Reference ID	Payment Date	SBA Approval Date	SBA Ongoing Service Fee	Amount Returned	Calculated SBA Fee	Amount Owed
12345	Bank #1	123456789	112233445566	111222	2345678901	04/11/2023	12/05/2022	0.00550	\$8.01	\$8.99	\$0.98
23456	Bank #2	234567891	223344556677	331222	4567890123	03/10/2023	11/15/2022	0.00550	\$147.45	\$165.50	\$18.05
34567	Bank #3	345678912	334455667788	551233	6789012345	02/15/2023	03/10/2017	0.005546	\$8.06	\$9.51	\$1.45
Total										\$20.48	

Please send payment by wiring/ACH to the following account:

Account Name	CCTNA FBO 7a Collections
Account #	7253190172
Routing # (Wires)	121000248
Routing # (ACH)	091000019

*ACH/Wire memo instructions should read as follows:
Location ID: _____ SBA Fee Invoice Range: First - Last

Note: Posted invoices will remain static until refreshed monthly with the addition of new billings and removal of invoices satisfied by lender payments received during the prior month.

If a lender does not have any outstanding invoices, the ‘Annual Servicing Fee Invoice’ page will state “No Outstanding Invoices”.



SBA Fee Overpayment Statements:

The SBA Fee Overpayment Statements will be posted monthly for refunds issued of SBA’s ongoing guaranty fees which were determined to have been overpaid based on Form 1502 reporting and fee validation. Posted statements will include fee overages refunded via monthly automated processes. Overpayment Statements will be available for view by affected lenders following release of monthly fee refunds issued via wire or check with memo description “SBA 7A Annual Serv Fee Overpay.”

1502 Gateway - SBA Fee Overpayment Statements - March 2023

Dear SBA Lender,

SBA 7(a) Lenders are required to pay SBA an annual fee (“on-going guaranty fee”), as specified in 13CFR 120.220(f), on SBA 7(a) loans approved on or after October 12, 1995, excluding Microloans. SBA specifies the amount of the fee, and any authorized fee relief, each fiscal year for all loans approved during that year. A historical summary of the annual service fee rates specified by SBA can be found on the FTA Wiki.

It has been determined that this fee was overpaid by your institution for the SBA 7(a) loan(s) listed below. Below is a statement the includes the SBA loan number(s) and each fee payment received by the SBA Fiscal Transfer Agent (FTA) that is being refunded.

Should you have any questions concerning this matter, please contact the FTA at (877) 470-0722 or email 1502@sba.gov.

Location ID	Lender Name	SBA Loan Number	Lender Loan Number	Reference ID	Payment Date	SBA Approval Date	SBA On-going Service Fee	Amount Received	Int Days	Basis	Opening Balance	Calculated SBA Fee	Amount Overpaid
23456	Bank #1	1234567890	11223344-00012	111222333	04/11/2023	04/05/2022	0.00000	\$101.79	31	360	\$214,920.35	\$0.00	\$101.79
23456	Bank #1	2345678901	22334455-00012	222333444	04/11/2023	04/15/2022	0.00490	\$334.10	31	360	\$005,426.85	\$297.85	\$36.45
23456	Bank #1	3456789012	33445566-00012	333444555	04/11/2023	03/18/2022	0.00000	\$87.08	31	360	\$183,889.79	\$0.00	\$87.08
												Total	\$225.32

Note: Overpayment statements will include SBA Fee refunds issued via monthly automation process.

If a lender does not have any fee overpayments, the ‘SBA Fee Overpayment Statements’ page will read “No fee overpayments for this cycle”.



How to Access the Annual Servicing Fee Invoice and Overpayment Statement in CAFS:



Step 1: Log into your CAFS account and click into 'FTA Portal', Select the '1502 Gateway' dropdown menu.

Step 2: Select the 'SBA Annual Service Fee' dropdown menu.

Step 3: Select 'Annual Servicing Fee Invoice' or 'SBA Fee Overpayment Statements' to view your statements.

Questions 

For questions or concerns relating to this matter, please contact the FTA Client Service Team at 1502@sba.gov or via the toll-free hotline at (877) 470-0722, Option 1.