



## 1502 Reporting Automated Lender Emails

The 1502 Gateway's Reporting Summary within the Capital Access Financial System (CAFS) FTA Portal identifies all active SBA guaranteed loans by CAFS Location ID that a lender must provide a monthly report on SBA Form 1502, "Guaranty Loan Status & Lender Remittance Form," ("Form 1502"), regardless of whether the Borrower made a payment during the report period. The month end report period begins with the first calendar day of the prior month and continues through the last calendar day of the prior month. A review of the Reporting Summary also indicates whether an institution has outstanding unreported loans or loans with errors.

**Beginning with the June 2023 Reporting Period**, lenders with unreported loans and/or loans reported with errors will start receiving automated system emails highlighting any reporting deficiencies. The automated emails are intended as informational guidance to aid lenders in being in full compliance of SBA reporting policies. This will apply to 7a and PPP loans.

The emails will be sent from [FTA-NoReply@sba.gov](mailto:FTA-NoReply@sba.gov) to the lender contacts that submitted 1502 reporting within the past 90 days. Please reach out to [1502@sba.gov](mailto:1502@sba.gov), with your location id, to add or remove subscribers to these monthly emails.

In the case of unreported loans, emails will be generated three business days after the respective [calendar due dates](#). Emails will be generated for loans reported with errors after each affected 1502 is processed. Please make sure to look out for these emails and any follow-up reminders.

### Reporting Guide

Lenders are ultimately responsible for ensuring the data accuracy of their Form 1502 reporting. Please log in to CAFS at <https://caweb.sba.gov> to access a listing of any unreported loans and loans with open errors:

1. Navigate to the Loans drop down in the top left corner of the CAFS home page
2. Click "FTA Portal" from the dropdown
3. Expand and click the "1502 Gateway"
4. Click "Reporting Summary". The Reporting Summary table will default and load for the current period for 7a Loans, as applicable
5. Click the hyperlinks for the Unreported Loans and/or Loans with Errors (Open) columns



6. Click loan type: PPP Loans, 7a Loans, or All Loans to change the desired portfolio view

7. Repeat Step 5

For loans with open errors, you will be able to update the current period's reporting using the available "Edit Selected Records" feature.

For unreported loans, please provide a separate Form 1502 for the identified population using the individual loan or multiple loans submission instructions within the [Gateway User Guide](#) on the FTA Wiki. The standard Excel format for file upload can be found [here](#).

Separately, lenders may cancel (undisbursed), or voluntary terminate (disbursed), unreported loans via E-Tran Servicing within CAFS:

1. Login to CAFS and go to E-Tran Servicing
2. Under Search input SBA loan number and submit.
3. Once inside the loan (Loan Information Page) you cancel the loan using the cancel toggle button at the top of the page. To voluntary terminate please go to the 1502 screen and select the status and save. This will cancel or terminate the loan guaranty, as applicable.

## Questions

Questions on cancellations can be emailed to [7aQuestions@sba.gov](mailto:7aQuestions@sba.gov).

Questions on voluntary termination can be emailed to:

- for the Fresno Servicing Center: [fsc.servicing@sba.gov](mailto:fsc.servicing@sba.gov).
- for the Little Rock Servicing Center: [lrcs.servicing@sba.gov](mailto:lrcs.servicing@sba.gov).

Form 1502 reporting issues not remedied timely within the period encountered may be referred to the SBA Office of Credit Risk Management (OCRM) for additional follow-up.

For **Form 1502 questions**, please contact the FTA Client Service Team at [1502@sba.gov](mailto:1502@sba.gov) or via the toll-free hotline at (877) 470-0722, Option 1.