



FAQs

Changes to 1502 Submission and Reporting

Background: To improve security and integration of 7(a) loan program information for the U.S Small Business Administration (SBA) and promote greater standardization, controls, and reduce redundancies for lenders, all Fiscal Transfer Agent (FTA) technology platforms have been migrated to SBA’s Capital Access Financial System (CAFS). Lenders can access the new 1502 Gateway online portal within CAFS. Please see a detailed timeline of new 1502 reporting and submission protocols on [FTA Wiki](#). For questions regarding 1502 reporting, please contact 1502@sba.gov.

| Question | Answer |
|---|--|
| 1. Why is the 1502 reporting portal changing? | <i>The SBA has a new FTA and the current 1502 dashboard has been retired. The new 1502 Gateway portal is now integrated into CAFS, which will improve security, promote standardization, and reduce redundancies for the lender community.</i> |
| 2. Who will be affected by the changes? | <i>The change is applicable to all lenders who participate in the SBA's 7(a) loan program in order to collect payment and loan information.</i> |
| 3. Are there any changes to the 1502 reporting Policy? | <i>There are no changes to the 1502 reporting policies. The changes are only to the submission platform for reporting and are intended to make reporting to the agency easier for the lender community.</i> |
| 4. How do I submit Form 1502? | <i>Form 1502 should be submitted via CAFS. Please follow instructions found here. API instructions are available here.</i> |



| | |
|--|---|
| <p>5. How should I report before the new FTA begins accepting 1502 reports?</p> | <ul style="list-style-type: none"> ● Thursday, August 5 July Reports due to Current FTA, Colson <i>Report(s) for borrower payments received from Thursday, July 1st, 2021, through Saturday, July 31st, 2021 should be made to Colson Services, as usual, by the due date of Thursday, August 5th.</i> ● Friday, August 6 Continuing with existing FTA, Colson <i>Colson will bill lenders for any delinquent payments or secondary market late penalties for the month of July (or earlier months), and any Lender remittances and 1502 Reports should be sent to Colson as usual.</i> ● Thursday, August 26 <i>This includes all 1502 Reports, including those related to the Paycheck Protection Program due by Monday, August 16th, 2021.</i> <hr style="border-top: 1px dashed #ccc;"/> <ul style="list-style-type: none"> ● Friday, August 27 Blackout Period <i>For month-end 1502 reporting, no 1502 reports or related payments (including secondary market borrower late payments) should be sent to Colson. Please send those payments and reports to the new FTA beginning Thursday, September 2nd, 2021 and no later than Wednesday, September 8th, 2021.</i> <p style="text-align: center;"><i>Please submit any 1502 reports related to prepayments and payoffs via 1502 Gateway starting on Monday, August 30th, 2021.</i></p> <ul style="list-style-type: none"> ● Wednesday, September 1 |
| <p>6. What is the timeline for the changes?</p> | <ul style="list-style-type: none"> ● Thursday, September 2 New FTA Effective <i>The new FTA will begin accepting month-end 1502 Reports covering lender collections between Sunday, August 1st, 2021 and Tuesday, August 31st, 2021.</i> ● Wednesday, September 8 August Non-PPP Reports Due Date <i>Lenders must send 1502 Reports covering lender collections from borrowers during August 1st, 2021, through August 31st, 2021, to the new FTA by this date via CAFS. Any non-PPP 1502 reporting and payments for this period received after this date will be considered late.</i> ● Wednesday, September 15 PPP Reports Due Date <i>Lenders must send Paycheck Protection Program (PPP) 1502 reports to the new FTA by this date.</i> |
| <p>7. Will I be charged a late fee for delinquent payments?</p> | <p><i>You will be charged a late payment penalty for delinquent secondary market payments if the lender remittance is not received by the 1502 due date as stated in Paragraph 6 of SBA Form 1086. The due date for September 2021 is September 8th.</i></p> |



| | <i>There is no penalty for late SBA annual fees if the corresponding payment is made before the due date.</i> | | | | | | | | | |
|--|--|----------------|----------------|----------------|----------------|------------|-----------|------------|------------|-----------|
| 8. When and how do I report late payments for secondary market loan? | <i>Late payments on secondary market loans are due to Guidehouse within 2 business days of lender's receipt of good funds. Lenders must report late payments on a separate SBA Form 1502 and place a check mark in the box on the upper-right corner of the form. Do NOT combine late payments with the next scheduled remittance due to Guidehouse.</i> | | | | | | | | | |
| 9. Where should I send the 1502 payments to? | <p><i>1502 Payments will be sent to the FTA's Financial Agent, Wells Fargo.</i></p> <table border="1"> <thead> <tr> <th>Payment Type</th> <th>Account Number</th> <th>Routing Number</th> </tr> </thead> <tbody> <tr> <td>7a Collections</td> <td>7253190172</td> <td>121000248</td> </tr> <tr> <td>7a Payoffs</td> <td>7253190214</td> <td>121000248</td> </tr> </tbody> </table> | Payment Type | Account Number | Routing Number | 7a Collections | 7253190172 | 121000248 | 7a Payoffs | 7253190214 | 121000248 |
| Payment Type | Account Number | Routing Number | | | | | | | | |
| 7a Collections | 7253190172 | 121000248 | | | | | | | | |
| 7a Payoffs | 7253190214 | 121000248 | | | | | | | | |
| 10. Will my current Colson account be setup automatically for me in CAFS? | <i>If you do not have access to CAFS, you are required to create an account in order to submit 1502 reports using the new method. See Question 11 if you do not have a CAFS Account.</i> | | | | | | | | | |
| 11. What if I do not have a CAFS account? | <i>Instructions to create a CAFS account can be found here.</i> | | | | | | | | | |
| 12. What roles are required for 1502 processing? | <i>Partner role under the FTA portal will be needed.</i> | | | | | | | | | |
| 13. Why am I unable to see user roles or I have only limited access to CAFS? | <i>This is typically related to the use of two-factor authentication at sign in. Skipping two-factor authentication limits what features you can access in CAFS, including user roles.</i> | | | | | | | | | |
| 14. What if I made a mistake in my 1502 report? | <i>Lenders and LSPs will be notified by SBA via email if an error occurs. Lenders must first log into CAFS. For all prior month changes to 1502, lenders will need to make corrections in E-TRAN Servicing. For current month changes, lenders will need to access 1502 Gateway and correct the identified errors on the Reporting Summary page.</i> | | | | | | | | | |
| 15. If SBA has purchased a loan from the lender or secondary market, does the lender continue to report loan status | <i>No. Once the SBA guaranty is no longer outstanding on the lender's books because SBA purchased the loan, the lender is no longer required to report on the loan. However, the lender must report the loan one time as a Status Code "8" on SBA Form 1502, with a Guaranteed Portion Closing Balance and Interest To date as of the date of purchase by SBA.</i> | | | | | | | | | |



| | |
|---|---|
| <p>information to FTA on the loan?</p> | |
| <p>16. If a loan is in liquidation and the borrower continues to make payments, is it still necessary to report on the loan?</p> | <p>Yes. If the loan is in liquidation, lenders must report the guaranteed portion of any borrower payments monthly on SBA Form 1502 along with Status Code “5” with a Guaranteed Portion Closing Balance and Interest To date as of the last payment received.</p> |
| <p>17. How should I report a loan that our institution shows as paid-in-full in the current month?</p> | <p>For sold loans: SBA Form 1086 requires a 10-business day advance written notice to the FTA for paid-in-full loans. Prior to August 30th, paid-in-full loans must be sent to Colson’s Secondary Market Payoff Department on a separate SBA Form 1502 (1502) and should NOT be commingled with the regular monthly remittance. Effective August 30th, report paid-in-full loans on an SBA Form 1502 via 1502 Gateway within the CAFS. For payoff funds, submit SBA Form 1502 <u>without</u> Status Code “6” but with the payment information which brings the Guaranteed Portion Closing Balance to \$0.00. On the month-end 1502, report the loan as a Status Code “6”, with the Guar. Portion Principal amount received, a Total to FTA of \$0.00, an Interest Period To date as of the date the loan was paid-in-full, and a Guar. Portion Closing Balance of \$0.00.</p> <p>For unsold loans: On your month-end 1502, report the loan as a Status Code “6” along with the guaranteed interest and principal payment information that brings the Guar. Portion Closing Balance to \$0.00. In the following month, if the loan status in E-Tran Servicing remains active, report the loan on your 1502 as a Status Code “6”, with the Guar. Portion Principal amount received, a Total to FTA of \$0.00, an Interest Period To date as of the date the loan was paid-in-full, and a Guar. Portion Closing Balance of \$0.00.</p> |
| <p>18. What if the loan status is incorrectly “Paid-in-Full”/status code 6?</p> | <p>Lenders must reinstate the loan by having Authorized Users having appropriate access to the lender’s portal update the loan status in E-TRAN Servicing, 1502 info page.</p> |
| <p>19. Do I report on a loan that our institution shows as cancelled or withdrawn prior to disbursement?</p> | <p>No. However, for cancelled or withdrawn loans, you will need to cancel the GP number in E-Tran Servicing.</p> |



| | |
|--|--|
| <p>20. How will 1112 payments be handled?</p> | <p><i>7(a) Lenders are required to submit a report on a monthly basis and upload the standard template to 1502 Gateway, CARES Act module within the CAFS. The 1112 template will be available on the FTA Wiki by Monday, August 30th when the new FTA transition is complete.</i></p> |
|--|--|