



Monthly SBA Form 1502 Submission Period

Lenders must provide a monthly report on SBA Form 1502, “Guaranty Loan Status & Lender Remittance Form,” (“Form 1502”) that includes loan status information for all its SBA-guaranteed loans, 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.

Lenders must submit the month-end report via the 1502 Gateway within the SBA Capital Access Financial System (CAFS) no earlier than the first calendar day of the current month and no later than the schedule of final reporting due dates [published](#) on the FTA Wiki.

1502 Report *	Month-End Report Period	1502 Gateway Submission Period
7(a)	January 31, 2022 (01/31/2022)	Tuesday, February 1, 2022 – Monday, February 7, 2022
	February 28, 2022 (02/28/2022)	Tuesday, March 1, 2022 – Monday, March 7, 2022
PPP	January 31, 2022 (01/31/2022)	Tuesday, February 1, 2022 – Tuesday, February 15, 2022
	February 28, 2022 (02/28/2022)	Tuesday, March 1, 2022 – Tuesday, March 15, 2022

* Lenders must continue to use separate 1502 reports for 7(a) loans and PPP loans.

Early submission of a month-end Form 1502 may result in your loans being unreported for the current month’s cycle.

Lenders are responsible for ensuring data accuracy. Please login to CAFS at <https://caweb.sba.gov> to access a listing of your unreported loans:

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”
5. Click “View” for the current report period
6. Click the hyperlink for the Unreported Loans columns

If your unreported loans resulted from an early submission prior to the first calendar day of the current month, please e-mail 1502@sba.gov for further instruction. Do not provide duplicate reporting.

For all other active 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 Etran 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 voluntarily terminate please go to the 1502 screen and select the status and save. This will cancel or terminate the loan guaranty, as applicable.

Questions on cancellations can be emailed to 7aQuestions@sba.gov.

Questions on voluntary termination can be emailed to: For the Fresno Servicing Center: fsc.servicing@sba.gov; for the Little Rock Servicing Center: lpsc.servicing@sba.gov.

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

Partner Information Management System (PIMS) within CAFS: PIMS is the SBA's master database for capture, maintenance, and use of contact information for ALL participants of the 7(a) loan program including Lenders, Lender Service Providers (LSPs), Pool Assemblers, Brokers / Dealers, and Investors. Please update your contact information in the PIMS database. For instructions on how to access and add your information to PIMS, please reference the [PIMS Instructional Guide](#).

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