



Form 159

Overview of Form 159

What is Form 159?

The purpose of the SBA 159 Form (“Fee Disclosure Form and Compensation Agreement”) is to enable lenders to report any fees paid to Third-Party Agents by lenders or borrowers.

When is Form 159 necessary?

If an Agent is receiving compensation for:

- Loan packaging services, as defined in SOP 50 10 6
- Financial statement preparation specifically for the loan application
- Consulting, Broker, or Referral services paid by the Applicant, SBA Lender, or Third-Party Lender (504 only)

Who contributes to Form 159?

The lender or LSP completes the form and obtains signatures from:
1) the SBA lender 2) the loan applicant and 3) the Agent.

What is the Agent?

The Agent is a loan packager, referral agent, broker, accountant, attorney, consultant, or any other third party that aided in the completion of a loan application in the 7(a) program.

Agents receive compensation from an applicant or lender in connection with an SBA loan.



Finance your
business with an
SBA loan.



Overview of Changes to 159 Submission

Lenders to digitally submit Form 159 in SBA's CAFS

What is Changing?



Streamlined into a single input format:

- All Lenders will access, complete, and digitally submit the 159 form via CAFS.
- The process for submission will no longer support receipt via the Fiscal Transfer Agent Form159@colsonservices.com inbox



Validations and System Controls

- To improve data integrity, reduce the risk of keystroke error, and validate for completeness the Form will contain improved validations and system controls

What's the Reason for the Change?

Direct 159 submission via SBA CAFS will **improve the security and integration** of loan program information. Additionally, it will promote **greater standardization and data integrity**.

Step 1: Accessing Form 159

Instructions

1. Go to <https://caweb.sba.gov/>
2. Login to your CAFS Account
If you don't yet have a CAFS account, click [here](#) for instructions on how to set one up
3. Navigate to the Loans drop down in the top left corner (outlined in red on screen to the right)
4. Select either ETRAN Origination or ETRAN Servicing based on the loan's approval status
Form 159 can be initiated during loan origination however it is completed after the first disbursement in ETRAN Servicing

The screenshot shows the SBA Capital Access Financial System (CAFS) website. The browser address bar shows the URL caweb.sba.gov/. The page header includes the SBA logo and the text "U.S. Small Business Administration" and "CAPITAL ACCESS FINANCIAL SYSTEM". The main content area features a "SBA Account Login" section with fields for "User ID" and "Password", and links for "Not Enrolled?", "Forgot Password?", and "Forgot Username?". A "Loans" dropdown menu is open, showing options for "Electronic Lending - Origination (ETRAN)" and "Electronic Lending - Servicing (ETRAN)". A "Welcome" message is displayed, dated "Tuesday, February 16, 2021". The page also includes a "Program Information" section with a "Nov 1, 2015" conference announcement and a "News" section. The footer contains links for "Regulations.gov", "SBA.gov", and "WhiteHouse.gov", along with the SBA address: "U.S. Small Business Administration, 409 3rd St, SW, Washington DC 20416".

● The red dots correspond to the numbered instructional step on the left side of the screen

Step 2: Finding Form 159

Instructions

5. Navigate to “search” at the top of the screen
6. Search for the applicable loan
 - a) If you have the loan or application number enter it in the appropriate box, or
 - b) Select the applicable 7(a) processing methods to populate a list of all corresponding records
Click the plus icon to expand the list, and hold down the ‘ctrl’ or ‘cmd’ button to select multiple
 - c) Delete any text in the field “Entered by” before submitting your search (if applicable)
7. Click on “App #” or “Loan Number” of the loan

Form 159 should only be completed for loans that have already had their first disbursement

5 Search

6a* SBA Loan Number: SBA App Number:

6b Processing Method: 7(a) Accelerated Bank Guaranty 7(a) Automatic Guaranty 7a Direct 7a General 7a Immediate Participation 7a with EWCP 8a Loans Accredited Lenders Program

6c Entered by:

7

App #	Funded	Loan Number	Loan Name	Processing Method	Loan Amount	Status	Street Name	City	State
1078471				7a General					OH
2				7a General					MD
3				7a General					TX
4				7a General					IL
5				7a General					VA
6				7a General					VA
7				7a General					VA
8				7a General					WA
9				7a General					WA
10				7a General					CA
11				7a General					CA
12				7a General					WA
13				7a General					VA
14				7a General					CA
15				7a General					CA
16				7a General					CA

**Application number is searchable only in ETRAN Servicing; if in Origination, only loan number is available for search*

● The red dots correspond to the numbered instructional step on the left side of the screen

Step 2: Finding Form 159 (cont'd)

Instructions

- Your selected loan will populate on the screen.
- When asked if the loan application involved an agent, click "Yes" and then "Save" at the bottom of the screen
(If you do not click "Yes," Form 159 will not appear)
- Click "New Agent"

The screenshot displays the SBA E-Lend Servicing interface. The left sidebar contains a navigation tree with 'New Agent' highlighted under 'Agent Info'. The main content area shows the 'BA Servicing Office' section with a red circle '8' next to the 'BA Servicing Office' label. Below this is the 'Bank Info' section. A large text box contains a certification statement about PPP loans. Below the text is a table with the following data:

#	Loan Amount	Lender Fee Amount	Payment Account	Receivable Account	Document ID	Effective Date	Comments
1	\$300,000.00	\$15,000.00	\$15,000.00			02/09/2021	
Balance:			\$15,000.00	\$0.00			

Below the table, there are several input fields: 'Loan Collateralized?' (radio buttons for Yes/No), 'Did This Loan Application Involve an "Agent"?' (radio buttons for Yes/No, highlighted with a red box and circle '9*'), 'Approval Amount' (\$300,000.00), 'Average Monthly Payroll' (\$13,800.00), and 'Original Approval Amount' (\$34,500.00). A final certification box is at the bottom.

**if Agent info is not displayed, navigate to Loan Info page and click "Yes" for agent used*

● The red dots correspond to the numbered instructional step on the left side of the screen

Step 3: Completing Form 159

Instructions

- 11. Fill out the requested information including Business/Person Indicator, Type of Agent, and Agent Address

After entering your zip code, press the "Lookup Zip" button. This will populate the "City/State" field.

- 12. Enter the amount paid in the appropriate box depending on type of service used

The fee should only have been paid by an applicant or lender, not both

- 13. If the amount paid exceeds \$2,500, you are required to upload supporting documentation using the "Upload Document" button

The screenshot shows the SBA E-Lend Servicing portal with the following elements:

- Navigation Bar:** SBA logo, E-Lend Servicing, Reports, Search, E-Train, Voluntary Termination, Change Primary Borrower, Documents, Guaranty Fee, Whatif, History, Origination.
- Left Sidebar:** Paycheck Protection Program, New Borrower, Loan Application, Loan Info, Agent Info, New Agent, Use of Proceeds, 1502 Info, Lender Comments, Project Info, Borrowers, 1. * Test Business, Principals, New Borrower, Guarantors, New Guarantor, Associates, New Associate, Business Financials, New Business Financials, Federal Records.
- Main Form Area:**
 - Business Person Indicator:** Radio buttons for Business and Person. Note: Click here to look up an existing agent (lookup).
 - Type of Agent:** Dropdown menu with "Not Selected Yet".
 - Agent Address:**
 - Zip +4 Code: Input fields with a "Lookup Zip" button and "Lookup for ZIP+4 code" text.
 - Street 1: Input field.
 - Street 2: Input field.
 - City Name / State: Input field.
 - Country: Dropdown menu with "US" selected.
- Table (Step 12):**

Type of Service	Amount paid by Applicant	Amount paid by SBA Lender
1 Loan packaging	<input type="text"/>	<input type="text"/>
2 Financial statement preparation	<input type="text"/>	<input type="text"/>
3 Broker or Referral services	<input type="text"/>	<input type="text"/>
4 Consultant services	<input type="text"/>	<input type="text"/>
5 Other <input type="text"/>	<input type="text"/>	<input type="text"/>
Total compensation paid:	0	0
- Bottom Section (Step 13):** "Upload Document" button with text: "For optional documentation or itemization and supporting documentation upload, please click the button to be redirected to the documents upload screen."

The red dots correspond to the numbered instructional step on the left side of the screen

Step 3: Completing Form 159 (cont'd)

Instructions

- Click "Upload Documents" and find and select your document from the pop-up window.

Excel, Word, and PDF files are all supported. Files names cannot contain spaces, and documents cannot be password protected. File uploads are limited to 50mb per file.

- Select the appropriate "Document Type"
- Click "Upload"

The screenshot shows the SBA E-Lend Servicing portal interface. The main content area displays the "Lend Servicing Document Repository : SBA Loan Number 1003927010". A table lists the document "Test_159_form.pdf" with a file size of 34.40. A dropdown menu for "Document type" is open, showing a list of document types. A red box highlights the selected document type: "T10 - SBA Form 159 - Fee Disclosure and Compensation Form - (927)". A blue button labeled "select document type to upload..." is also visible.

File Name	File Size	Document type
Test_159_form.pdf	34.40	Select Document Type

- T10 - SBA Form 148L - Unconditional Limited Guarantee - (936)
- T10 - SBA Form 159 - Fee Disclosure and Compensation Form - (927)
- T10 - SBA Form 159 - Itemization and Supporting Documentation - (1258)
- T10 - SBA Form 160 - Resolution of Board of Directors - (940)
- T10 - SBA Form 601 - Agreement of Compliance - (938)
- T10 - Settlement Sheet 1050 / Documentary evidence for all disbursements - (934)

● The red dots correspond to the numbered instructional step on the left side of the screen

Step 3: Completing Form 159 (cont'd)

Instructions

17. Your uploaded documents will appear in the current documents section of Form 159. Click the box under "Select" for the documents you'd like to attach to the form
18. Review the entire form for accuracy and completeness and click "Save"
19. If you have not completed a required field or there are errors in your form, you will see an error message
20. Correct the errors and click "Save" again



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Step 4: Checking, Retaining, and Completing Form 159

Instructions

21. Click “Print Form 159”
If the button is not enabled, ensure you have filled in all required fields and clicked “Save”
22. A pre-populated version of Form 159 with all your inputs will open; review for accuracy
23. Print, save, and retain Form 159 for your records
24. Click “Save/Next” to complete the process
25. If you would like to upload the signed version of the form, utilize the “Upload Document” function
(this step is optional)

21

2	Financial statement preparation		
3	Broker or Referral services		
4	Consultant services		\$3,000.00
5	Other		
Total compensation paid:			\$3,000.00

Upload Document For optional documentation or itemization and supporting documentation upload, please click the button to be redirected to the documents upload screen.

Print Form 159 Please Print the form 159

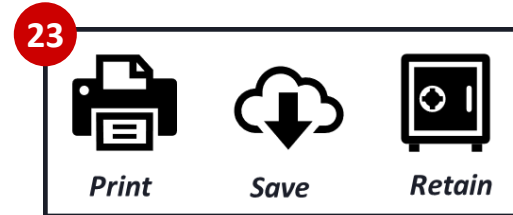
22

PLEASE NOTE: Lenders are responsible for the accuracy of the forms.

SBA Loan Name: 504 loan
SBA Lender Number:
SBA Lender Legal Name: He
Services Performed by (Name of Agent): Luigi
Agent Contact Person:
Agent Address:
Type of Agent:
 SBA Lender Consultant Third Party Lender ("TPL")
 Independent Loan Packages Accountant preparing financial statements specifically for SBA loan application Other:
 Referral Agent/Broker

Type of Service	Amount Paid by Applicant*	Amount Paid by SBA Lender*
Loan packaging		
Financial statement preparation for loan application		
Broker or Referral services		\$3,000.00
Consultant services		
Other:		

*The Agent may not be compensated by both Applicant and SBA Lender for the same service. Furthermore, any Agent employed by the SBA Lender must be paid by the SBA Lender and those fees cannot be passed on to the Applicant.
Total compensation paid by: Applicant: SBA Lender: \$3,000.00
 Itemization and supporting documentation is attached. (Itemization and supporting documentation is required if the compensation paid exceeds \$2,500. Itemization must include: 1) a detailed explanation of the work performed, and 2)



24

Test_159_form.pdf T10 - SBA Form 1

Reset Clear Save Save / Next

25

Upload Document

PLEASE NOTE: Although the entry methodology for Form 159 has changed, the retention / record-keeping requirements have not. Lenders are still expected to retain a copy of the form for their records

● The red dots correspond to the numbered instructional step on the left side of the screen



Need Help?

Topic	Point of Contact
CLS Account Setup	<ul style="list-style-type: none">• CLS@sba.gov
159 Changes	<ul style="list-style-type: none">• Form159@sba.gov

Stay Tuned – More Resources are Coming Soon!