



Fiscal Transfer Agent

Lender Virtual Training
September 22, 2021

Agenda

| Topic | Slide |
|---|-------|
| Issues Commonly Experienced in 1502 Gateway | 3 |
| Submission Guidance | 4 |
| 1112 & 1502 Excel Templates | 5 |
| Common Error Codes | 6 |
| Payment Instructions | 7 - 8 |
| Guidance | 9 |

1502 Gateway Issues & Current Status

Progress was made resolving technical issues resulting from the data and systems migration earlier this month

| Issue | Description | Status or Recommendation |
|-------------------------------|---|--|
| • Blue Dot | Lenders were prompted with a blue dot error upon trying to upload their file due to system bandwidth issues | System capacity was increased to minimize this issue |
| • File Upload | Select Lenders encountered issues uploading files | System controls/fixes completed; ensure adherence to formatting requirements |
| • Reporting Summary | Some lenders are seeing incomplete or missing data | Resolution in progress |
| • File Size Limitation | Some lenders are experiencing delays uploading large files | We recommend no more than 20,000 loans per file |
| • Error Codes | Some lenders need clarity understanding their FTA and/or ETRAN error codes | Refer to Error Code guide on FTA Wiki |
| • Total to FTA | Some lenders were seeing a blank or zero in the “total due to FTA” column | System issue; this was resolved |

Submission Guidance: Avoiding Common Errors

Below is a list of common challenges lenders encountered during the reporting month

| Issue | Resolution |
|--|---|
| If you have not yet sent your wire, your loans will not appear on the Report Summary | Send the wire, wait 72 hours for system processing, then recheck Report Summary |
| Loan numbers can not have special characters | Remove asterisks, dashes, spaces in front of numbers |
| First Loan in Upload File can not be paid in full, charged off, or fully cancelled | Move these types of loans to the bottom of the file and reload |
| Dates can not be entered as 00/00/0000 | Enter an accurate date in mm/dd/yyyy format. E.g.: 09/22/2021 |
| Previously reported paid-off loans should not be in the file | Remove previously reported paid-off loans from Upload File |

1112 and 1502 “Smart” Templates

1112 Template

The 1112 Excel Template is available on the


Wiki. It was updated to contain input validations and controls to help avoid formatting errors

| SBA Loan Number (10 Digits) (example format: 9999999999) NO ALPHA CHARACTERS (i.e., "GP:") | Section 1112 SBA Monthly Payment Date (MM/DD/YYYY) (Month in which SBA should make payment to Lender - 04/20 or after. Dates reported in subsequent months must be continuous.) (example format: 08/01/2021) | Total Outstanding Gross Loan Payment Amount (Amount must include both the guaranteed and non-guaranteed portions.) (example format: 1000.00) NO COMMAS OR \$; MUST BE EQUAL TO OR LESS THAN 9000 | Number of Gross Monthly Loan Payments included in Total Outstanding Gross Loan Payment Amount (Current + Eligible Past Due, if any. Whole number between 1 and 11) (example format: 1) |
|--|--|---|--|
| | | | |

1502 Template

Starting Friday, the standard 1502 template on the Wiki will contain additional validations and controls, as well.

| SBA GP Number | Lender Loan Number | Next Installment Due Date | Status (4 - 9) | Amt Disbursed this Period on Total Loan | Amount Undisbursed on Total Loan | Interest Rate | Guar. Portion Interest | Guar. Portion Principal | Total to FTA Guar. Portion Pymt or Fee | Interest Period From | To | # of Days | Calendar Basis | Guar. Portion Closing Balance | Remittance Penalty (if any) |
|---------------|--------------------|---------------------------|----------------|---|----------------------------------|---------------|------------------------|-------------------------|--|----------------------|----|-----------|----------------|-------------------------------|-----------------------------|
| | | | | | | | | | | | | | | | |

| | | | | | | | | | | | |
|---|--|--|--|--|--------------------------|--|--|--|--|---|-----------|
|  | | | | | | | | | | OMB No. | 3245-0185 |
| | | | | | | | | | | Expiration Date: | 9/30/2020 |
| Guaranty Loan Status & Lender Remittance Form | | | | | | | | | | | |
| <input type="checkbox"/> Check box if lender information reflects changes | | | | | | | | | | <input type="checkbox"/> Check box if secondary market payment reported is a late payment or prepayment | |
| Lender's Name: | | | | | Lender's Street Address: | | | | | | |
| Lender's City, State, Zip: | | | | | Lender's Contact Person: | | | | | | |
| Contact Person's Telephone # | | | | | Contact Person's Fax No: | | | | | Month Ending: _____ | |

The Gateway Excel templates are available on the FTA Wiki's Downloads and Resources page.

Common 1502 Gateway Error Codes

We are tracking common 1502 Error Codes and published a document to the Wiki to provide guidance for users to troubleshoot and resolve errors



U.S. Small Business Administration

FTA Wiki

Home

Program Information

News

Downloads and Resources

Reporting

- 1502 CARES Module : 1112 Monthly Report Excel Template - September 8, 2021
- Payoffs: August 2021: Paid Off Loans - September 7, 2021
- Interest Rates: September 2021: New Maximum Allowable Fixed Rate for 7(a) Loans - September 2, 2021
- CAFS : API - Interconnection Security Agreement (ISA) - August 24, 2021
- Program Guidelines: PPP: Lender Support Channels - August 23, 2021
- SBA Form : Special Remittance: Prior SBA Fees - August 23, 2021
- SBA Form Instructions: Special Remittance Form - August 23, 2021
- SBA Lender Fee Variance Report: Matrix - August 23, 2021
- SBA Form Instructions: 1502 Field Descriptions - August 23, 2021
- Interest Rates : SBA Annual Servicing Fee Rate and Description - August 23, 2021
- 1502 : Reporting Common Errors / Exceptions - August 23, 2021
- 1502 : Fee Calculator - August 23, 2021
- Program Guidelines : PPP Lender Processing Fee Payments Tracking Guide - August 23, 2021
- Program Guidelines: PPP Loans: How to Decrease Amount in ETRAN - August 23, 2021
- Program Guidelines : PPP Loans: How to Increase Loan Amount in ETRAN - August 23, 2021
- 1502 CARES Module : PPP Fee ACH Disbursements to Lenders - August 23, 2021
- 1502 : SBA 1502 Form Excel Template - August 5, 2021

Top of page



U.S. Small Business Administration

Lender Remittance Exceptions

Overview

The Fiscal Transfer Agent's database is programmed to edit all information reported on incoming 1502 reports daily. If multiple data lines appear per GP Number, the program automatically consolidates the information into a single line. After performing this daily "roll-up", the database cross-references the information using both SBA's prescribed reporting criteria and the FTA's edit parameters. Detected discrepancies prompt appropriate error messages which are reported to the respective lenders. Listed below are 20 active FTA exception codes and their corresponding messages that may appear on the 1502 Gateway. Numbers included in parentheses relate to SBA's parallel warning (Warn) or error (Err) codes displayed on the 1502 History within E-Tran's E-Lender Servicing/1502 Info. Helpful guidance is also provided outlining the appropriate action to be taken to resolve each exception. For each action, lenders should review completeness of reporting to avoid creating additional exceptions.

Lender Remittance Exceptions Processing

- Lender Remittance Exceptions are generated the night 1502 Reports are processed by the FTA and are available to lenders the very next business day.
- Exceptions should be immediately reviewed upon receipt and corrected online by the lender using the 1502 Gateway. Strictly on a contingency basis, lenders may return corrected information to the FTA via the turnaround Lender Remittance Exception Report well in advance of the monthly cut-offs.
- Exceptions can only be corrected during month incurred and cannot be updated after the business day preceding to the conclusion of the 1502 reporting cycle (i.e. 2 calendar days prior to month end, or the prior business day if not a business day.)
- 1502 data elements used for the SBA Ongoing Servicing Fee calculations cannot be updated after the business day prior to the 20th of the month, or the prior business day if the 20th is not a business day. These data elements include:
 - Interest Rate
 - Guaranteed Portion Interest
 - Guaranteed Portion Principal
 - Calendar Basis
 - # of Days
 - Guaranteed Portion Closing Balance

Payment Instructions (Wire or ACH)

1. Wire or ACH

- Name and address information for wire and ACH payment only is as follows:

Bank Name:
Wells Fargo Bank N.A.

Beneficiary Name:
Guidehouse

Bank Address:
420 Montgomery Street
San Francisco, CA 94104

Beneficiary Address:
685 Third Avenue
14th Floor Suite 1400
New York, NY 10017

Addresses for check remittance are provided on page 2.

The account name, number, routing/ABA number and required memo text is provided below. The payment type column specifies which types of payments ought to be directed to which accounts.

| Payment Type | Account Name | Account Number | Routing Number | Text |
|--|----------------|----------------|----------------|---|
| 1502 Principal and Interest, Late Penalty Fees, SBA Guarantee Fee, Prepayment Penalty for the SBA Guarantee Fee, CARES Act Funds | 7a Collections | 7253190172 | 121000248 | Bank name & payment information |
| Payoffs, Prepayments, Repurchases, Prepayment Penalty for Secondary Market Loans | 7a Payoffs | 7253190214 | 121000248 | GP #, Bank Name, and Principal and Interest Breakdown |
| Settlement Proceeds | 7a Settlements | 7253190206 | 121000248 | Not required |

Payment Instructions (Check)

2. Check

- Pay to the order of *SBA 7a FTA*
- In the memo field, include the SBA Loan Number(s) to which the check payment corresponds.
- Send checks to the corresponding lockbox(s):

SBA Checks: SBA 7a FTA Collections

Lockbox #: 856509

Payment Address:

SBA 7a FTA Collections

P.O. Box 856509

Minneapolis, MN 55485-6509

Overnight Address:

Lockbox Services 856509

SBA 7a FTA Collections

1801 Parkview Drive 1st Floor

Shoreview, MN 55126

NOTE: Checks arriving by standard mail must be addressed to the P.O. Box provided. Overnight mail must be addressed to the street address provided. Overnight mail sent to the P.O. Box will be rejected.

The full payment instructions guidance document is available on the FTA Wiki's Downloads and Resources page.

Guidance

The FTA Wiki's "Downloads and Resources" page contains detailed payment instructions, 1502 error code guidance, 1502 and 1112 "smart" templates, and additional Gateway training materials.

Please leverage the instructions and resources available.

The FTA Wiki can be found [here](#).

The Customer Service Team can be reached by email at FTA@SBA.gov or (877) 470-0722