

Fiscal Transfer Agent

Lender Virtual Training September 22, 2021

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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

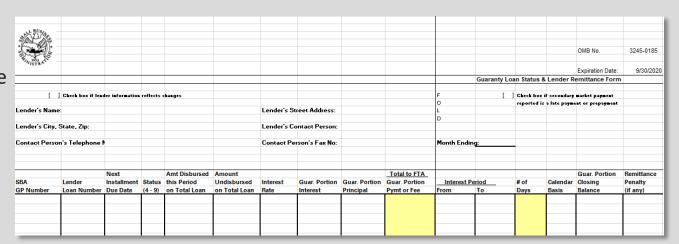
SBA Loan Number (10 Digits)
(example format: 999999999)
(Month in which SBA should make payment to tender - 04/20 or after.
Dates reported in subsequent months must be continuous.)
(example format: 08/01/2021)

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

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

1502 Template

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

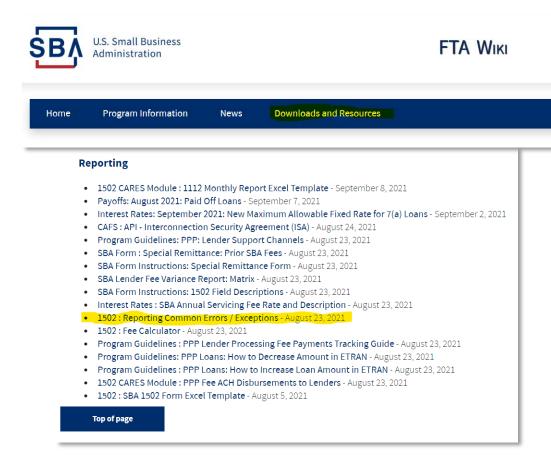


The Gateway Excel templates are available on the FTA Wiki's Downloads and Resources page.



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





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-Lend 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 <u>cannot</u> 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 <u>cannot</u> 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: Beneficiary Name:

Wells Fargo Bank N.A. Guidehouse

Bank Address:Beneficiary Address:420 Montgomery Street685 Third AvenueSan Francisco, CA 9410414th 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

