SBA U.S. Small Business Administration

Fiscal Transfer Agent

Lender Virtual Training

September 22, 2021

Agenda

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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

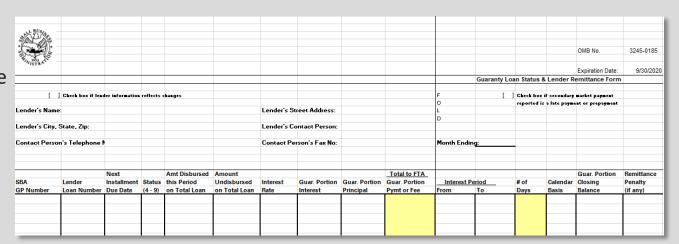The 1112 Excel Template is available on the Wiki. It was updated to contain input validations and controls to help avoid formatting errors

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.
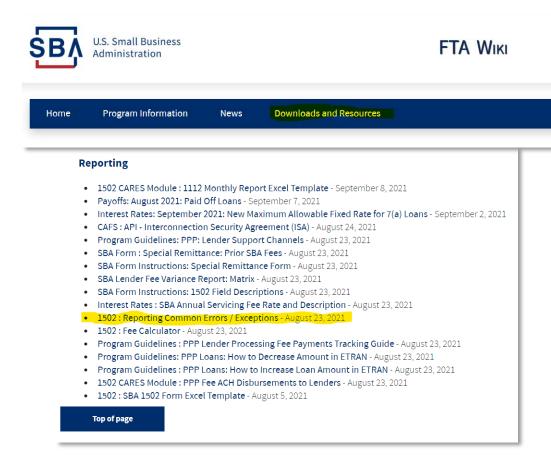

The Gateway Excel templates are available on the FTA Wiki's Downloads and Resources page.

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

Payment Instructions (Wire or ACH)

1. **Wire or ACH**
   - Name and address information <u>for wire and ACH payment only</u> 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