



The 1502 *Bulletin*

SBA's FISCAL & TRANSFER AGENT

Keeping you informed on SBA Form 1502 Reporting

*August 2000
Edition # 18*

New Version of Colson's Unreported Loans Report

In July 2000, Colson launched a new version of its Unreported Loan Report, a monthly summary report sent to lenders who have not reported on all the 7(a) loans in their portfolios in a given reporting cycle. Specifically, three enhancements were made. They include:

- Report delivery via auto-fax, to expedite lender receipt of information.
- Inclusion of loan approval dates.
- Inclusion of loans that have been in "approval status" on SBA's database for over 90 days. Lenders must report these loans as either a status code 9 (fully undisbursed loan) or as a disbursed loan.

Previously, the Unreported Loan Report did not itemize loans in approval status -- only loans in regular servicing and liquidation statuses. The new report includes loans in approval status for over 90 days and lists the loans' approval dates, which will enable lenders to readily identify loans subject to 1502 reporting, as well as loans subject to SBA's 50 basis point fee (i.e., approval dates >= 10/12/95).

REMEMBER: If an interest payment was received from the borrower, SBA's fee must be paid for the period that the loan was not reported. If you do not plan to disburse a loan that appears on this report, promptly notify the SBA office that approved the loan in order to cancel it.

Electronic 1502 Submission

Colson is currently receiving 59% of SBA Form 1502 data from lenders in an electronic format, either through Colson's web site, on mainframe tape or in spreadsheet format. Although spreadsheets allow for tremendous flexibility in the submission of data, it is very important that the basic guidelines outlined in our 1502 Electronic Data Specifications are followed. They can be found at www.colsonservices.com, under the tab titled **SBA Loan Programs\1502 Reporting**.

Listed below are common errors encountered by Colson when preparing lenders' 1502 spreadsheets for processing. Please ensure that your institution's submissions conform to the proper reporting requirements so that electronic data can be processed accurately.

Common Error

Proper Reporting Requirement

Hidden or Additional Columns

- All spreadsheets submitted must be an **exact** facsimile of SBA Form 1502.
- Spreadsheet 1502 Forms must be sixteen columns across beginning with column A "*SBA GP Number*" and ending with column P "*Remittance Penalty*".
- Columns **should not** be hidden or added as spacers anywhere within the first sixteen columns.
- Additional information (e.g., borrower name, guarantee percentage) that is often placed in hidden columns by lenders for computation purposes must be placed to the right of column P.

Multiple Worksheets

- File/workbook submissions should contain only **one** worksheet.
- Submitting multiple worksheets within a file/workbook makes it difficult to determine whether all the worksheets contain payment data.
- If you would like to separate your 1502 reporting by loan type (i.e., sold loans, fee due and no fee due unsold loans), we prefer that you submit separate files/worksheets. Colson does not require that you separate reporting by loan type.

Sub-Totals, Header Information, or Highlighted Rows Within a Worksheet

- The lender header and address information **should** appear once within the worksheet.
- Sub-totals or highlighted rows **should not** be used as page breaks within the worksheet.
- Loans **should** be listed consecutively down column A in the worksheet, with a grand total at the bottom of column J, for "*Total to FTA*".
- If you are cutting and pasting information from multiple worksheets into a "master" worksheet, please be sure not to paste lender header and address information or the Total to FTA information from each into the master worksheet.