



# 1502 ELECTRONIC DATA SPECIFICATIONS

**Colson Services Corp. accepts SBA Form 1502 information in various forms. Reports submitted in compliance with specified electronic file formats ensure accurate and efficient incorporation of 1502 data into Colson's processing systems.**

Upon selection of a reporting method, please follow its respective specifications detailed herein to facilitate processing and minimize errors. If an alternative method is used at a later time, Colson must be notified prior to its receipt of the data file.

Formats supported:

Text Files	Spreadsheet Files	RDBMS Files
• ASCII Fixed Positional	• MS Excel – all versions	• MS Access
• ASCII Comma Delimited	• Lotus 123 – all versions	• Paradox
• EBCDIC Mainframe OS Sequential Data Sets	• Quattro Pro – all versions	• dBase

## A. TEXT

1. ASCII Fixed Positional File: contains fixed-length records. Each field begins and ends in a specific position. Blank spaces are used to pad empty or partially-filled fields. Note: Use four-character year for date fields, e.g. 1999, 2000, etc.

Field Name	Starting Position	Ending Position	Length
1. SBA GP Number	1	10	10
2. Lender Loan Number	11	30	20
3. Next Installment Due Date	31	40	10
4. Status	41	41	1
5. Amt. Disbursed this Period on Total Loan	42	54	13
6. Amt. Undisbursed on Total Loan	55	67	13
7. Interest Rate	68	75	8
8. Guaranteed Portion Interest	76	88	13
9. Guaranteed Portion Principal	89	101	13
10. Total to FTA: Guar. Portion Payment or Fee	102	114	13
11. Interest Period From:	115	124	10
12. Interest Period To:	125	134	10
13. # Of Days	135	137	3
14. Calendar Basis	138	140	3
15. Guaranteed Portion Closing Balance	141	153	13
16. Remittance Penalty	154	166	13

### Examples:

- a. Using first 7 fields from the 1502 form, where each field is filled:  
**12345678901234567890123456789012/15/2000412,456,890.2312,456,890.2310.00001**
- b. Using first 7 fields from the 1502 form, where each field contains blank-space padding. The "b" is used to represent a blank space:  
**1234567890bbbbbbbbbbbbbb1234512/15/96bb9bbbbbb123.02bbbb1,234.02b7.75bbb**

2. Fixed Positional EBCDIC Mainframe File: contains fixed-length records. Each field begins and ends in a specific position. Blank spaces are used to pad empty or partially-filled alphanumeric fields. Note: Use leading zeroes to right-justify numeric fields. Do **NOT** use decimals in numeric fields. Use four-character year for date fields. **Total record length = 144 characters.**

Field Name	Starting Position	Data Description
1. SBA GP Number	1	X(10)
2. Lender Loan Number	11	X(20)
3. Next Installment Due Date	31	X(10)
4. Status	41	X
5. Amt. Disbursed this Period on Total Loan	42	9(08)V99
6. Amt. Undisbursed on Total Loan	52	9(08)V99
7. Interest Rate	62	99V9(05)
8. Guaranteed Portion Interest	69	9(08)V99
9. Guaranteed Portion Principal	79	9(08)V99
10. Total to FTA: Guar. Portion Payment or Fee	89	9(08)V99
11. Interest Period From:	99	X(10)
12. Interest Period To:	109	X(10)
13. # of Days	119	9(03)
14. Calendar Basis	122	9(03)
15. Guaranteed Portion Closing Balance	125	9(08)V99
16. Remittance Penalty	135	9(08)V99

Examples:

- a. Using first 7 fields from the 1502 form, where each field is filled:  
**12345678901234567890123456789012/15/20004123456789012345678901200001**
- b. Using first 7 fields from the 1502 form, where each alphanumeric field contains blanks as padding and each numeric field uses leading zeroes to right-justify. The "b" is used to represent a blank space:  
**1234567890bbbbbbbbbbbbbbbb12345b2/15/96bb9000001230200001234020775000**

3. ASCII Comma Delimited File: contains variable-length records. A comma (,) is placed between each column/field containing either numeric or alphanumeric data. Alphanumeric data is enclosed by double quotes (" "), while numeric data is not. Note: If a column contains no data, you must still place a comma in the record to represent the blank column.

Column/Field Name	Column Position	Data Type	Max Length (if applicable)
1. SBA GP Number	1	Text	10
2. Lender Loan Number	2	Text	20
3. Next Installment Due Date	3	Date	
4. Status	4	Text	1
5. Amt. Disbursed this Period on Total Loan	5	Currency	
6. Amt. Undisbursed on Total Loan	6	Currency	
7. Interest Rate	7	Numeric	
8. Guaranteed Portion Interest	8	Currency	
9. Guaranteed Portion Principal	9	Currency	
10. Total to FTA: Guar. Portion Payment or Fee	10	Currency	
11. Interest Period From:	11	Date	
12. Interest Period To:	12	Date	
13. # of Days	13	Numeric	3
14. Calendar Basis	14	Numeric	3
15. Guaranteed Portion Closing Balance	15	Currency	
16. Remittance Penalty	16	Currency	

### Examples:

1. Using first 7 columns from the 1502 form, where each column contains data:  
"1234567890","12345678901234567890","12/15/2000","4",12345678.90,12345678.90,12.00001
2. Using first 7 columns from the 1502 form, where some columns contain no data:  
"1234567890","12345","2/15/96","9",,3452.01,,

## **B. SPREADSHEET**

Spreadsheets offer the most flexibility in data submission. Please follow the following guidelines to ensure proper data processing.

1. **SBA Form 1502 Template:** The Colson template was delivered to the lending community to serve as a means for reporting 1502 information. This template is a facsimile of the paper form of SBA Form 1502. The template was created using MS-Excel ver5.0 and Lotus 123 ver5.0. If you are using this template already, or you would like to use this template, please keep the following guidelines in mind.
  - **Address Header and Column Titles:** The number of rows that the lender's address information and column headings total to seventeen (17) rows. It is important that the payment data begin in the in the eighteenth (18) row. If you are cutting and pasting multiple worksheets together, please be sure not to copy the address information or the total information. **The address information should appear only once.**
  - **Splitting Columns:** Information pertaining to a column heading should be contained in one column.  
Example: The Lender Loan Number should be reported using one column. It is acceptable to separate this number by dashes within the column, without splitting the number into multiple columns.
  - **Data Placement:** It is important that the column information be presented in the exact order that it appears on SBA Form 1502.  
Example: The SBA Loan Number is the first column on the SBA Form 1502. This information should always be in the first column. The same holds true for the remainder of the columns on SBA Form 1502.
  - **Hiding Columns:** Hiding columns is a common way of performing calculations without displaying the result. In order to make sure that the correct data is processed, the first 16 columns of the template should not contain any hidden columns.
  - **Totaling Dollar Amounts:** Colson has included a total formula on the bottom of the Amount Remitted to FTA and Penalty columns. Please do not omit or change these formulas.

2. **All Other Spreadsheets:**

Colson will accept the other spreadsheet that are not created using the template, in the aforementioned file formats. We do request that the considerations discussed for the Colson template are also observed when creating a spreadsheet for remitting 1502 information. All spreadsheets that are created by lenders should be an exact facsimile of SBA Form 1502.

## **C. RDBMS**

A data base table can be used from such packages as Paradox, dBase and Microsoft Access. The required data for a database table is as follows:



# SBA Form 1502 Electronic Media Header Information Sheet

Lender's Name: \_\_\_\_\_

File Name: \_\_\_\_\_

File Format: \_\_\_\_\_  
(ASCII Text File, Spreadsheet, Database, etc.)

Transmission or Submission Method: \_\_\_\_\_  
(Diskette, E-Mail, Tape, etc.)

Total Funds Remitted: \_\_\_\_\_

Remitted On: \_\_\_\_\_

Remitted By:                      Check              Wire

Remittance includes a late payment or prepayment.

Lender address or contact information has changed since prior remittance.  
(Please complete the following section if box is checked)

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Lender's Street Address: \_\_\_\_\_

Lender's City, State, and Zip: \_\_\_\_\_

Lender's Contact Person: \_\_\_\_\_

Contact Person's Telephone Number: \_\_\_\_\_

Contact Person's Fax Number: \_\_\_\_\_

Contact Person's E-mail Address: \_\_\_\_\_