



ARC LOANS

Lender Reporting Instructions

SBA FORM 1502 FIELD DESCRIPTIONS

- A. Lender Information:** Standard 1502 Instructions - Must state the lender's name, address, contact person, telephone and fax numbers. Check [✓] the box in the upper left-hand corner of the form when any information changes.
- B. Month-Ending Information:** Standard 1502 Instructions - Show the last day of the month for which information is being reported.
- 1. SBA GP Number:** The 10 digit numerical SBA-assigned loan identification number. The GP number is the key to identifying ARC loans on SBA's and the FTA's databases. If less than 10 digits are reported, the payment information can not be processed. This field is MANDATORY.
- 2. Lender Loan Number:** The lender's loan identification number, that is, the number the lender has assigned to the loan (optional).
- 3. Next Installment Due Date:** The date the next scheduled ARC loan interest payment (**from SBA**) and/or principal payment (**from the borrower**) are due to the lender. Based on the status of the loan, the next installment due date is reported as follows:
- Current - date of next scheduled payment due
 - Past Due - date of the first missed principal payment from the borrower
 - Deferred (status 4) - date borrower is to resume making principal payments
 - In Liquidation (status 5) - leave blank
 - Paid-in-Full (status 6) - leave blank
 - Transferred (status 7) - leave blank
 - Purchased by SBA (status 8) - leave blank
 - Fully Undisbursed (status 9) - leave blank
- If full principal payment amount as called for in the note is not made, report next installment due date as date of first missed full payment. Next installment due date advances to the next payment date once the full principal payment amount is received.
- 4. Status:** Leave blank for the first 12 months following final loan disbursement. Leave blank also if the loan is current or past due as of the month ending date. Otherwise refer to the status box at the bottom of the SBA Form 1502 and enter the appropriate status code number per standard instructions.
- 5. Amt Disbursed this Period on Total Loan:** The total amount disbursed during the reporting month on 100% of the loan. If no amounts were disbursed, leave blank. Do not reduce the amount disbursed by borrower principal repayments.
- Example: Based on a \$35,000 ARC loan (100% or total approved)
6/15/YY: \$10,000 disbursed (on total loan)
6/25/YY: \$10,000 disbursed (on total loan)
Amount disbursed for month ending 6/30/YY = \$20,000
- Note:* ARC loans are 100% guaranteed by SBA
- 6. Amt Undisbursed on Total Loan:** Of the total approved amount (100% amount), the amount that has not been disbursed by the lender as of the month ending date. If fully disbursed, leave blank.
- Example: Based on a \$35,000 ARC loan (100% or total approved)
6/15/YY: \$10,000 disbursed (on total loan)
6/25/YY: \$10,000 disbursed (on total loan)
Amount undisbursed for month ending 6/30/YY = \$15,000.00
- Note:* ARC loans are 100% guaranteed by SBA

7. Interest Rate:

ARC Loans - the rate of interest used to calculate the interest payment due the lender. This rate should be the Wall Street Journal Prime Rate plus an additional two percent.

Example: Note rate = Prime + 2.00%
Prime = 3.25%
Rate reported = 5.25%

8. Guaranteed Portion Interest:

ARC Loans - the interest payment due to the lender for the reporting period that is payable by SBA.

Note: ARC loans are 100% guaranteed by SBA

9. Guaranteed Portion Principal:

ARC Loans - the principal payment paid by the borrower for the reporting period.

Example: Principal payment on total loan = \$200.00 x 100% guaranty = \$200.00

Note: ARC loans are 100% guaranteed by SBA. No payment of principal is expected for the first twelve months following final disbursement of the ARC loan.

10. Total to FTA: Guar. Portion Payment or Fee:

ARC Loans (not subject to SBA's fee) - Fill with \$0.00.

Common reporting error: The sum of guaranteed interest + guaranteed principal reported or SBA's on-going servicing fee is entered in this column.

11. Interest Period From: The date from which the reported interest started or accrued from.

12. Interest Period To: The date to which the reported interest accrued to.

13. # of Days: The number of days covered by the reported accrued interest payment, determined in accordance with the calendar basis used to compute interest.

Example: 2/15/YY to 3/15/YY = 30 days on a 30/360 basis
2/15/YY to 3/15/YY = 28 days on a ACT/365 basis (non-leap years)

14. Calendar Basis: The interest computation calendar method stated as prescribed in the Loan Authorization Agreement or Note. Acceptable computation methods for ARC loans are 30/360 and ACT/365.

15. Guaranteed Portion Closing Balance: The balance remaining after applying the borrower's most recent principal payment. Note – ARC loans are 100% guaranteed by SBA

Example: Total loan = \$35,000.00 with 100% guaranty
Guaranteed principal balance = \$35,000.00
Principal payment = \$200.00
Guaranteed principal payment = \$200.00 (i.e., \$200.00 x 100%)
Total loan closing balance = \$34,800.00 (i.e., \$35,000.00 - \$200.00)
Guaranteed Portion Closing Balance = \$34,800.00 (i.e., \$34,800.00 x 100%)

Note: ARC loans are 100% guaranteed by SBA

No Payment Received - if no payment was received from the borrower, indicate the guaranteed principal balance as of the last payment received.

16. Remittance Penalty: Fill with \$0.00

17. Total (Total to FTA column): Fill with \$0.00

18. Total (Penalty column): Fill with \$0.00

19. Grand Total: Fill with \$0.00

20. Check / Wire Amt: Fill with \$0.00