



SBA Form 1502 Reporting

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District Office

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SBA Form 1502 Reporting

Presented by:
Colson Services Corp.

Acknowledgement

We would like to thank Victor Cruz for his time and providing information regarding his experience with SBA 1502 Reporting and the 1502 Dashboard

SBA Form 1502 Reporting

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SBA Form 1502 Overview

Affected Population

- ⊕ Mandatory on all 7(a) loans with an outstanding SBA guaranty, regardless of borrower payment activity.
- ⊕ Promptly notify SBA of Cancellation of withdrawn loans via **E-Tran** Servicing.
- ⊕ Reporting period includes the first calendar day through the last calendar day of the prior month.
- ⊕ Colson lender ID profile “Active” loan portfolio is available via the online **1502 Dashboard**



SBA Form 1502 Overview

Monthly Processing Cycle

Some dates may vary
depending on
business days

1st
SBA Import File received
by Colson
Daily thereafter as of Sept 2012

3rd
SBA established
1502 due date

5-8th
SBA's two business day grace
period may fall

20th
First Export File -Transmission
of 1502 Info to SBA
*Effective April 2015: Daily export from
beginning of month*

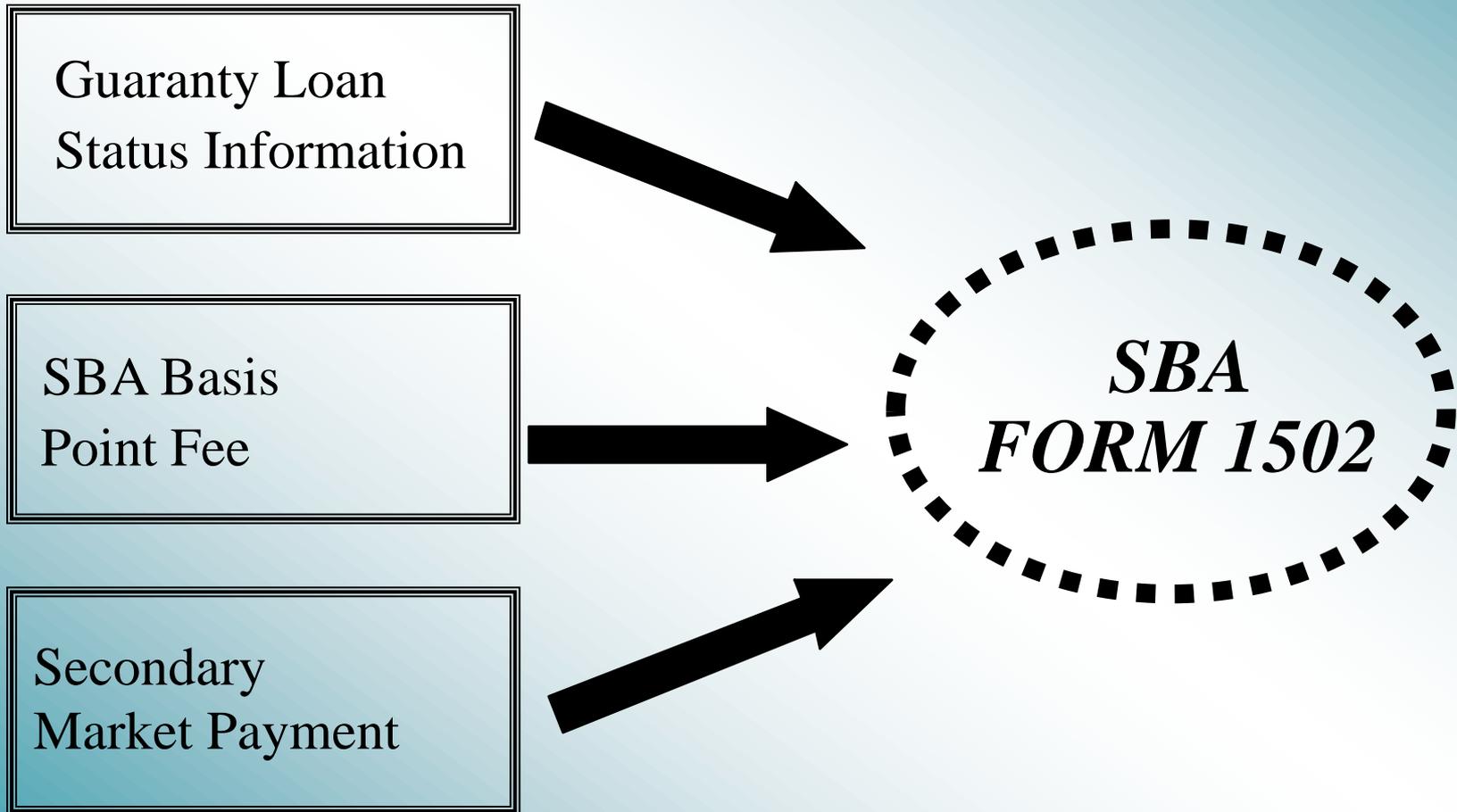
25th & 29th
Transmission of supplemental
Export files to SBA
Effective April 2015: Discontinued

29th
End of 1502 reporting cycle

30th
Unreported loans exception
report notices generated

SBA Form 1502 Overview

Reporting Components



Guaranty Loan Status & Lender Remittance Form

Check box if lender information reflects changes

Check box if secondary market payment reported is a late payment or prepayment

Lender's Name:

Lender's Street Address:

Lender's City, State, Zip:

A

Lender's Contact Person:

B

Contact Person's Telephone No.:

Contact Person's Fax No:

Month Ending: _____

SBA GP Number	Lender Loan Number	Next Installment Due Date	Status (4 - 9)	Amt Disbursed this Period on Total Loan	Amount Undisbursed on Total Loan	Interest Rate	Guar. Portion Interest	Guar. Portion Principal	Total to FTA Guar. Portion Pymt or Fee	Interest Period		# of Calendar Days	Closing Basis	Guar. Portion Closing Balance	Remittance Penalty (if any)
										From	To				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Total: \$0.00

Total: \$0.00

Status Codes	
4 Deferred	7 Transferred
5 In Liquidation	8 Purchased by SBA
6 Paid-in-Full	9 Fully Undisbursed

Grand Total: \$0.00
Total to FTA + Penalty

Check/Wire Amt: \$0.00

17

19

20

18

SBA Ongoing Servicing Fee

Fee Rate Calculated by Lender on Guaranteed Portion	Affected Population
SBA 50 Basis Point Fee (.0050)	<ul style="list-style-type: none"> ○ 7(a) loans approved 10/12/95 thru 09/30/02
SBA 25 Basis Point Fee (.0025)	<ul style="list-style-type: none"> ○ 7(a) loans approved 10/01/02 thru 04/04/04 ○ STAR loans
SBA 36 Basis Point Fee (.0036)	<ul style="list-style-type: none"> ○ 7(a) loans approved 04/05/04 thru 09/30/04
SBA 50 Basis Point Fee (.0050)	<ul style="list-style-type: none"> ○ 7(a) loans approved 10/01/04 thru 09/30/05
SBA 54.5 Basis Point Fee (.00545)	<ul style="list-style-type: none"> ○ 7(a) loans approved 10/01/05 thru 09/30/06
SBA 55 Basis Point Fee (.0055)	<ul style="list-style-type: none"> ○ 7(a) loans approved 10/01/06 thru 09/30/07
SBA 49.4 Basis Point Fee (.00494)	<ul style="list-style-type: none"> ○ 7(a) loans approved 10/01/07 thru 09/30/08
SBA 55 Basis Point Fee (.0055)	<ul style="list-style-type: none"> ○ 7(a) loans approved 10/01/08 thru 09/30/13
SBA 52 Basis Point Fee (.0052)	<ul style="list-style-type: none"> ○ 7(a) loans approved 10/01/13 thru 09/30/14 <u>AND</u> Gross Approval Amount > \$150,000 ○ 7(a) loans approved 10/01/13 thru 09/30/14 within 90 days of companion loan(s) <u>AND</u> takes gross aggregate > \$150,000
SBA 51.9 Basis Point Fee (.00519)	<ul style="list-style-type: none"> ○ 7(a) loans approved 10/01/14 thru 09/30/15 <u>AND</u> Gross Approval Amount > \$150,000 ○ 7(a) loans approved 10/01/14 thru 09/30/15 within 90 days of companion 7(a) loan(s) <u>AND</u> takes gross aggregate > \$150,000
SBA 47.3 Basis Point Fee (.00473)	<ul style="list-style-type: none"> ○ 7(a) loans approved on or after 10/01/15 <u>AND</u> Gross Approval Amount > \$150,000 ○ 7(a) loans approved on or after 10/01/15 within 90 days of companion 7(a) loan(s) <u>AND</u> takes gross aggregate > \$150,000
Zero Fee	<ul style="list-style-type: none"> ○ 7(a) loans approved on or after 10/1/13 <u>AND</u> Gross Approval Amount ≤ \$150,000 (single loan or within 90 days of companion 7(a) loan(s) <u>AND</u> gross aggregate ≤ \$150,000) ○ ARC Loans

SBA's "Ongoing Servicing Fee"

Calculations

Fully Disbursed Term Loan:

Guaranteed Opening Balance x Rate / Basis x # Days Interest

e.g., \$750,000 x .0055 (.0036) / 360 x 30 = \$343.75 (\$225.00)

(Guar Opening Balance = Reported Guar Closing Balance + Guar Principle Amount)

Revolving & Partially Disbursed Term:

Guaranteed Interest Rec'd x Rate / Interest %

e.g., \$3,281.25 x .0055 (.0036) / .0525 = \$343.75 (\$225.00)

Special Handling Reporting

⊕ **Multiple Line Entries**

- ⊕ Loan subject to SBA's Ongoing Servicing Fee
- ⊕ Loan was sold in the Secondary Market
- ⊕ Interest rate change effective during the period of the reported interest payment

⊕ **Status Code Reporting**

- ⊕ Current Business Rules
- ⊕ Recommended Best Practices

⊕ **Secondary Market Payoffs**

- ⊕ 10 Business Day Notification
- ⊕ Prepayment Certification
- ⊕ 1502 Reporting: Payoff & Month End

What if SBA Loan 1234567890 was a ... ?

U.S. SMALL BUSINESS ADMINISTRATION

Guaranty Loan Status & Lender Remittance Form

Check box if lender information reflects changes

F Check box if secondary market payment
O reported is a late payment or prepayment
L
D

Lender's Name: Main Street Bank **Lender's Street Address:** 123 Main Street

Lender's City, State, Zip: Anytown, DC, 20000 **Lender's Contact Person:** Joe Banker

Contact Person's Telephone No.: 202-555-5555 x 123 **Contact Person's Fax No.:** 202-555-5550 **Month Ending:** 03/31/04

SBA GP Number	Lender Loan Number	Next Installment Due Date	Status (4 - 9)	Amt Disbursed this Period on Total Loan	Amount Undisbursed on Total Loan	Interest Rate	Guar. Portion Interest	Guar. Portion Principal	Total to FTA Guar. Portion Pymt or Fee	Interest Period		# of Days	Calendar Basis	Guar. Portion Closing Balance	Remittance Penalty (if any)	
										From	To					
1234567890	ABC123	04/01/04				6.75%	\$1,005.57	\$1,244.43	\$37.24	02/01/04	03/01/04	29	365	\$186,255.57		
<i>Non-Secondary Market loan Subject to 25 Basis Point Fee</i>																
1234567890	ABC123	04/01/04				5.00%	\$744.86	\$1,244.43	\$1,989.29	02/01/04	03/01/04	29	365	\$186,255.57		
<i>Secondary Market loan retaining a 1.75% lender servicing fee</i>																
1234567890	ABC123	04/01/04				6.75%	\$485.45	\$0.00	\$17.98	02/01/04	02/15/04	14	365	\$187,500.00		
1234567890	ABC123	04/01/04				5.00%	\$385.27	\$1,244.43	\$1,629.70	02/15/04	03/01/04	15	365	\$186,255.57		
<i>Secondary Market loan settlement of 2/15/04</i>																
Total:									\$3,674.21	Total:						\$0.00

Status Codes	
4 Deferred	7 Transferred
5 In Liquidation	8 Purchased by SBA
6 Paid-in-Full	9 Fully Undisbursed

Grand Total: \$3,674.21

Total to FTA + Penalty

Check/Wire Amt: \$3,674.21

U.S. SMALL BUSINESS ADMINISTRATION

Guaranty Loan Status & Lender Remittance Form

Check box if lender information reflects changes

Check box if secondary market payment reported is a late payment or prepayment

Lender's Name: City Bank Lender's Street Address: 6100 Main Street
 Lender's City, State, Zip: Big City, NM 99999 Lender's Contact Person: Joe Banker
 Contact Person's Telephone No.: 999-999-5555 Contact Person's Fax No.: 999-999-5551

Month Ending: 04/30/00

SBA GP Number	Lender Loan Number	Next Installment Due Date	Status (4-9)	Amt Disbursed this Period on Total Loan	Amount Undersubscribed on Total Loan	Interest Rate	Guar. Portion Interest	Guar. Portion Principal	Total to FTA Guar. Portion Pymt or Fee	Interest Period From	To	# of Days	Calendar Basis	Guar. Portion Closing Balance	Remit. Penalty (if any)	
5423003005	516912	6/1/00	4						0.00		3/1/00			87,543.25		
A ban granted a deferment																
2667893007	657774		5					26,350.00	0.00		12/4/99			149,492.00		
A ban in liquidation (lender performing liquidation)																
9758353009	467331		6			10.625%	2,240.72	265,432.47	105.45	3/3/00	4/1/00	29	365	0.00		
A paid-in-full unsold loan subject to the 50 basis point fee																
8242473007	568543		7						0.00		4/2/00			225,000.00		
A loan transferred to another lender (bank transferring loan)																
4351473007	345621		8						0.00		4/12/00			135,675.00		
A ban purchased by the SBA																
1345673001	998765		9		451,250.00				0.00					0.00		
A fully undisbursed loan																
									Total:	105.45					Total:	0.00

Status Codes	
4 Deferred	7 Transferred
5 In Liquidation	8 Purchased by SBA
6 Paid-in-Full	9 Fully Undersubscribed

Grand Total: 105.45
 Total to FTA + Penalty
 Check/Wire Amt: 105.45



Secondary Market Payoff

Automatic Reply: 10daynotice@colsonservices.com

RE: Text: Automatic Reply - Message (HTML)

From: 10DAYNOTICE
To: CRUZ VICTOR
Sent: Thu 9/17/2015 10:38 AM

Subject: RE: Text: Automatic Reply

SBA's FTA, Colson Services Corp., is in receipt of your written notice regarding a secondary market partial or total prepayment of principal.

In accordance with SBA Form 1086, Paragraph 15.c. (i) - (v.), Lender's ten (10) business day notice must include: SBA loan number and borrower name; prepayment date; principal amount being prepaid; the accrued interest due the FTA as of the prepayment date.

** The Prepayment Certification form required per paragraph 15.c. (v.) - (vi.) does not satisfy Lender's responsibility for providing advance notification and should only be used when the Lender transmits to the FTA the Registered Holder's pro rata share. Please revise your written notice as necessary. **

Regards,

Colson Services Corp.
www.colsonservices.com
 Toll Free Client Service: (877) 245-6159
 Client Service E-mail: info@colsonservices.com
 SBA Form 1502 Submission: 1502@colsonservices.com
 SBA Form 159 Submission: form159@colsonservices.com
 Lender Written Notification (secondary market prepayment): 10daynotice@colsonservices.com

Prepayment Certification

Prepayment Certification.pdf - Adobe Reader

PREPAYMENT CERTIFICATION

TO BE USED WHEN LENDER TRANSMITS TO THE FTA THE REGISTERED HOLDER'S PRO RATA SHARE OF PREPAYMENT BY THE BORROWER OR WHEN LENDER REPURCHASES A LOAN IN DEFAULT.

_____ Borrower/Loan Name _____ Lender

_____ SBA Loan Number _____ Address

_____ SBA Servicing Office _____ City, State, Zip

DATE OF REPURCHASE: _____

I, _____, an officer of the above named institution, hereby attest and certify as follows:

(1) I have the legal authority to make the representation herein.

(2) Prepayment or repurchase was made in accordance with Item A or Item B checked below.

_____ A. The prepayment Funds represent the Borrower's prepayment in accordance with Paragraph 15 of SBA Form 1085 or 1086, and to the best of my knowledge and belief, the prepayment funds are either borrower's own funds or funds borrowed from this or another lending institution pursuant to a separate transaction.

_____ B. Borrower has defaulted on a payment due under the Note for sixty (60) days or more, and repurchase is being made.

Check box if lender information reflects changes

Check box if secondary market payment reported is a late payment or prepayment

Lender's Name: City Bank
Lender's Street Address: 6100 Main Street
Lender's City, State, Zip: Big City, NM 99999
Lender's Contact Person: Joe Banker
Contact Person's Telephone No.: 999-999-5555
Contact Person's Fax No.: 999-999-5551

Month Ending: 04/1/01

SBA GP Number	Lender Loan Number	Next Installment Due Date	Status Code (4 - 9)	Amt Disbursed this Period on Total Loan	Disbursed Amount on Total Loan	Interest Rate	Guar. Portion Interest	Guar. Portion Principal	Total to FTA Guar. Portion Pymt or Fee	Interest Period		# of Days	Calendar Basis	Guar. Portion Closing Balance	Remittance Penalty (if any)
										From	To				
1234567890	AB123					10.375	2,008.47	243,652.74	245,661.21	3/03/01	4/01/01	29	365	00.00	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> A secondary market prepayment (separate SBA Form 1502) </div> <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 10px auto; color: red; text-align: center;"> SBA Form 1502 due to Colson's Payoff Department at the time of secondary market payoff (do not report loan as a Status Code 6) </div>															
Total: 245,661.21										Total: \$0.00					

Status Codes	
4 Deferred	7 Transferred
5 In Liquidation	8 Purchased by SBA
6 Paid-in-Full	9 Fully Undisbursed

Grand Total: 245,661.21
 Total to FTA + Penalty
Check/Wire Amt: 245,661.21

Check box if lender information reflects changes

Check box if secondary market payment reported is a late payment or prepayment

Lender's Name: City Bank
Lender's Street Address: 6100 Main Street
Lender's City, State, Zip: Big City, NM 99999
Lender's Contact Person: Joe Banker
Contact Person's Telephone No.: 999-999-5555
Contact Person's Fax No.: 999-999-5551

Month Ending: 04/30/01

SBA GP Number	Lender Loan Number	Next Installment Due Date	Status Code (4 - 9)	Amt Disbursed on Total Loan	Disbursed Amount on Total Loan	Interest Rate	Guar. Portion Interest	Guar. Portion Principal	Total to FTA Guar. Portion Pymt or Fee	Interest Period		# of Days	Calendar Basis	Guar. Portion Closing Balance	Remittance Penalty (if any)
										From	To				
1234567890	AB123		6					243,652.74			4/01/01			00.00	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Status reporting for a paid-in-full loan previously repurchased from the secondary market </div>															
<p>If a loan previously repurchased from the secondary market is paid-in-full, report the loan as a Status Code 6, guaranteed portion principal with an interest paid-to-date as of the payoff date and a guaranteed portion closing balance of \$0.00 on your next month-end SBA Form 1502</p>															
Total:										Total:					

Status Codes	
4 Deferred	7 Transferred
5 In Liquidation	8 Purchased by SBA
6 Paid-in-Full	9 Fully Undisbursed

Grand Total:
 Total to FTA + Penalty
Check/Wire Amt:

Total: \$0.00



Exceptions and Discrepancies: Data Accuracy Reports

Report	Frequency	Method of Transmission	Summary
1502 Exception Report	Monthly	Auto Fax & view 1502 Dashboard	Identifies 1502 data reported that did not pass SBA/Colson edit check.
Unreported Loans Report	Monthly	Auto Fax & view 1502 Dashboard	Identifies loans that lenders did not report on in most recent 1502 cycle.
Fee Underpayment Invoices	Monthly	Mail	Identifies unsold loans where fee paid was less than fee computed.
Fee Overpayment Refunds	Monthly	Mail	Check and letter that returns fee overpayments on unsold loans.
Fee Variance Report	Quarterly	Web 1502 Connection	Identifies discrepancies or "gaps" in the fee payment history of unsold loans.
Discrepancy Letters	Monthly	Auto Fax	Identifies sold loans where guaranteed balance and/or interest paid to date is not in agreement between Lender and FTA.
Late Remittance Penalty Letters	Monthly	Mail	Identifies secondary market payments remitted late by the Lender.

Lender Exception Report

Error Corrections

- ⊕ Lender Exception Reports are faxed to lenders the night the 1502 is processed. Exception messages/errors are also available for view via the Colson online **1502 Dashboard**
- ⊕ 1502 data corrections are due upon receipt and should be updated by Lender via the Colson online **1502 Dashboard** or provided on the turnaround Lender Exception Report
- ⊕ Errors can only be corrected during the month that they are incurred. Data elements* for the On-going Servicing Fee calculation cannot be updated after the 19th** of each month
 - *Guaranteed Closing Balance; Calendar Basis; # of Days; Guaranteed Principle; Guaranteed Interest; Interest Rate
 - **OR prior business day if 19th is a non-business day

Unreported Loans Report

Action Steps

- ⊕ On a daily basis lenders reported/unreported active loan count is available via the Colson online **1502 Dashboard**
- ⊕ Unreported loans report faxes are sent at the end of each calendar month in advance of the next 1502 established due date
- ⊕ Types of actions lenders may take for unreported loans
 - Active loans can be reported via an additional 1502 submission and then added to the next regular month end 1502 report thereafter
 - Cancelled loans must be updated directly with SBA. Effective 02/01/15 Lenders are required to provide notification via E-Tran Servicing. Loans cannot be cancelled through SBA Form 1502 reporting or Colson Services
 - Colson cannot update a loan status to PIF. For status updates, lender must submit a supplemental 1502 report with Status Code 6; Guar Portion Principal; Interest Paid To Date; Guar Portion Closing Balance of \$0.00.



- Log on to:
- 1502 Connection
 - 1502 Dashboard
 - Factor Pages
 - LoanLIST
 - LoanPOINT
 - PSU OnLine
 - Settlement Express
 - Cust Service Online

With over 25 years experience serving the Federal government, Colson delivers customized servicing and technology solutions to government agencies looking to administer their credit programs.

- About Colson
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- Links
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- Agent Services
- Loan Services
- Data Exchange Services

UPDATE

- ✓ [SBA 7\(a\) Secondary Market - Paid Off Loans](#)
- NEW** [OCT 2014 1502 Fee Calculator](#)
[1502 Fee Calculator Instructions](#)
- NEW** [1502 Dashboard User Guide](#)
- NEW** [Secondary Market Brokers' Standardized Bid Sheet](#)
- ✓ [Web Site Quick Tips](#)

[1502 Reporting](#) [Factor Pages](#)



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1502 Data Exchange:

7(a) Lender Website Facilities

- ⊕ **1502 Connection** – Access SBA 7(a) loan information and execute online monthly 1502 reporting for SBA 7(a) lenders.
- ⊕ **1502 Dashboard** – Access 1502 reporting performance including active reported/unreported loan count and open lender exception report messages and errors. Ability to edit current month 1502 info, validate exception clearance and update Colson lender profile information.
- ⊕ **Customer Service Online Request (CSOR)** – An online facility that allows SBA 7(a) clients to submit formal secondary market correspondence with Colson Client Services.
- ⊕ **Settlements Express** – Colson’s web based settlement processing system. Provides the ability to data enter new information, edit data and browse all loans in a lender’s or investor’s portfolio.
- ⊕ **LoanList** – View secondary market loan data and payment transaction histories for authorized SBA and USDA secondary market investors and lenders.



1502 Dashboard Access

The 1502 Dashboard is accessed through Colson's website via the "log on to" dropdown menu or web link <https://www.colsonservices.com/Dsh1502>

Unique User IDs & Password can be obtained by selecting "***New to Colson SSO? Sign Up***" and inputting the banks existing login ID and Password for the Colson **1502 Connection** to establish lender verification

A series of emails will create an unique User ID and Password for access to the 1502 Dashboard via the Single SignOn log in screen

The 1502 Dashboard User Guide is available on the Colson website and Dashboard message board. Questions should be directed to Colson's Client Services team at **877-245-6159**

The screenshot shows a web browser window displaying the Colson Single SignOn login page. The address bar shows the URL: <https://www.colsonservices.com/csSecLogin/login.aspx?AppId=1400&ReturnUrl=%2fdsh1502%2fdefault.aspx>. The page header includes the Colson logo and the text "Single SignOn". A red arrow points to a link that says "New to Colson SSO? Sign Up". Below this is a login form with the following elements:

- Text: "Please log in"
- Form fields: "ID" and "Password"
- Buttons: "Log in" and "Forgot Password"
- Link: "Colson's security statement"

At the bottom of the page, there is a copyright notice: "© Colson Services Corp. 2014. All Rights Reserved." The browser's taskbar at the bottom shows the Start button and several application icons, including Internet Explorer, File Explorer, and others. The system tray shows the time as 12:54 PM on 12/22/2014.

Lender 1502 Reporting Summary

Lender 1502 Reporting Summary provides a snapshot of the 1502 reporting performance for the listed period by month (month end cycle).

There are **14 Fields** on the header bar, each providing specific information related to the Lender 1502 Reporting performance.

Description:

1. **SBA Field Office**
2. **Colson Lender ID**
3. **Lender Name**
4. **Active Loan**
5. **Unreported Loans**
6. **Unreported Loans %**
7. **Reported Loans**
8. **Reported Loans %**
9. **Messages (Initial)**
10. **Reported with Errors (Initial)**
11. **Reported with Errors (Initial) %**
12. **Messages (Current)**
13. **Reported with Errors (Open)**
14. **Reported with Errors (Open) %**

You have the option to export the reporting summary into an excel document by clicking on the **Excel icon** on the upper right hand corner.

SBA Field Office	Colson Lender ID	Lender Name (Hover for complete name)	Active Loans	Unreported Loans	Unreported Loans %	Reported Loans	Reported Loans %	Messages (Initial)	Reported with Errors (Initial)	Reported with Errors (Initial) %	Messages (Current)	Reported with Errors (Open)	Reported with Errors (Open) %
0156	2222	TODAY BANK	1,070	1,070	100.00%	0	-	0	0	-	0	0	-
TOTALS:			1,070	1,070	100.00%		-			-			-



1502 Info Search by SBA Loan Number

➤ Enter SBA Loan Number into the Search Box

To Search by **SBA Loan Number** input the 10 digit loan number and click “GO”. The 1502 Dashboard will assist with your input by displaying loan number combinations within the portfolio based on digits progressively entered.

1502 Info Search will display the complete reporting history for the entered loan in descending order. The scroll bar at the bottom of the page allows you to move from left to right to view all data.

The 1502 Info Search provides the option to **Edit** 1502 data for the current reporting period only. Loans with existing open exception messages and errors will be highlighted in **RED** for easy identification purposes. Hover over the exception code to view message.

Additional 1502 Info Search options include by Colson Sequence Number & Lender ID.

Colson Seq No	Reference No	Reference Dt	SBA Loan No	Lender Loan No	Next Inst Due Date	Status	Amt Disbursed	Amt Undisbursed	Int Rate	Guar Interest Amt	Guar Principal Amt	Remitted to FTA	Int From Date
5/2013-W-70	42591	3 06/13/2013	3138054	11500	07/24/2012	6	\$0.00	\$0.00	0.00000	\$0.00	\$0.00	\$0.00	
8/2012-W-2	42222	4 08/09/2012	3138054	11500	07/24/2012	-	\$0.00	\$0.00	6.00000	\$11.87	\$1,488.13	\$8.19	06/27/2012 07/24/2012
5/2012-W-92	42178	0 07/10/2012	3138054	11500	06/24/2012	-	\$0.00	\$0.00	6.00000	\$18.93	\$1,181.07	\$1.55	05/24/2012 06/24/2012
5/2012-W-64	42133	4 06/07/2012	3138054	11500	05/24/2012	-	\$0.00	\$0.00	6.00000	\$18.09	\$1,181.91	\$1.80	04/30/2012 05/24/2012
4/2012-W-46	42094	8 05/08/2012	3138054	11500	04/24/2012	-							3/26/2012 04/24/2012
5/2012-W-312	42054	5 04/06/2012	3138054		03/24/2012	-							3/01/2012 03/24/2012
5/2012-W-199	42007	5 03/06/2012	3138054		02/24/2012	-							2/28/2012 02/24/2012
5/2012-W-199	42007	7 03/06/2012	3138054		02/24/2012	-							1/04/2012 02/24/2012
3/2012-W-196	41967	9 02/06/2012	3138054		01/24/2012	-							2/31/2011 01/24/2012
3/2012-W-221	41921	2 01/04/2012	3138054		12/24/2011	-	3	30	360	\$80,500.00	\$0.00		1/29/2011 12/24/2011
5/2011-W-186	41887	5 12/06/2011	3138054		11/24/2011	-	3	30	360	\$80,500.00	\$0.00		0/29/2011 11/24/2011
2/2011-W-221	41838	4 11/03/2011	3138054		10/24/2011	-	3	31	360	\$80,500.00	\$0.00		9/08/2011 10/24/2011
5/2011-W-421	41810	1 10/06/2011	3138054		09/24/2011	-	3	28	360	\$80,500.00	\$0.00		8/12/2011 09/24/2011
2/2011-W-207	41758	7 09/06/2011	3138054		08/24/2011	-	3	31	360	\$80,500.00	\$0.00		7/14/2011 08/24/2011
2/2011-W-206	41718	0 08/03/2011	3138054		07/24/2011	-	3	31	360	\$80,500.00	\$0.00		6/10/2011 07/24/2011
5/2011-W-230	41680	7 07/07/2011	3138054		06/24/2011	-	3	31	360	\$65,500.00	\$0.00		5/10/2011 06/24/2011
5/2011-W-174	41644	1 06/07/2011	3138054		05/24/2011	-	2	31	360	\$20,500.00	\$0.00		4/23/2011 05/24/2011
3/2011-W-231	41594	0 05/04/2011	3138054		04/24/2011	-							3/01/2011 04/24/2011



➤ The scroll bar at the bottom of the page allows you to move from left to right

SBA Servicing Fee Discrepancy Report

The SBA Servicing Fee Discrepancy report categorizes fee discrepancies based on potential cause and pending status:

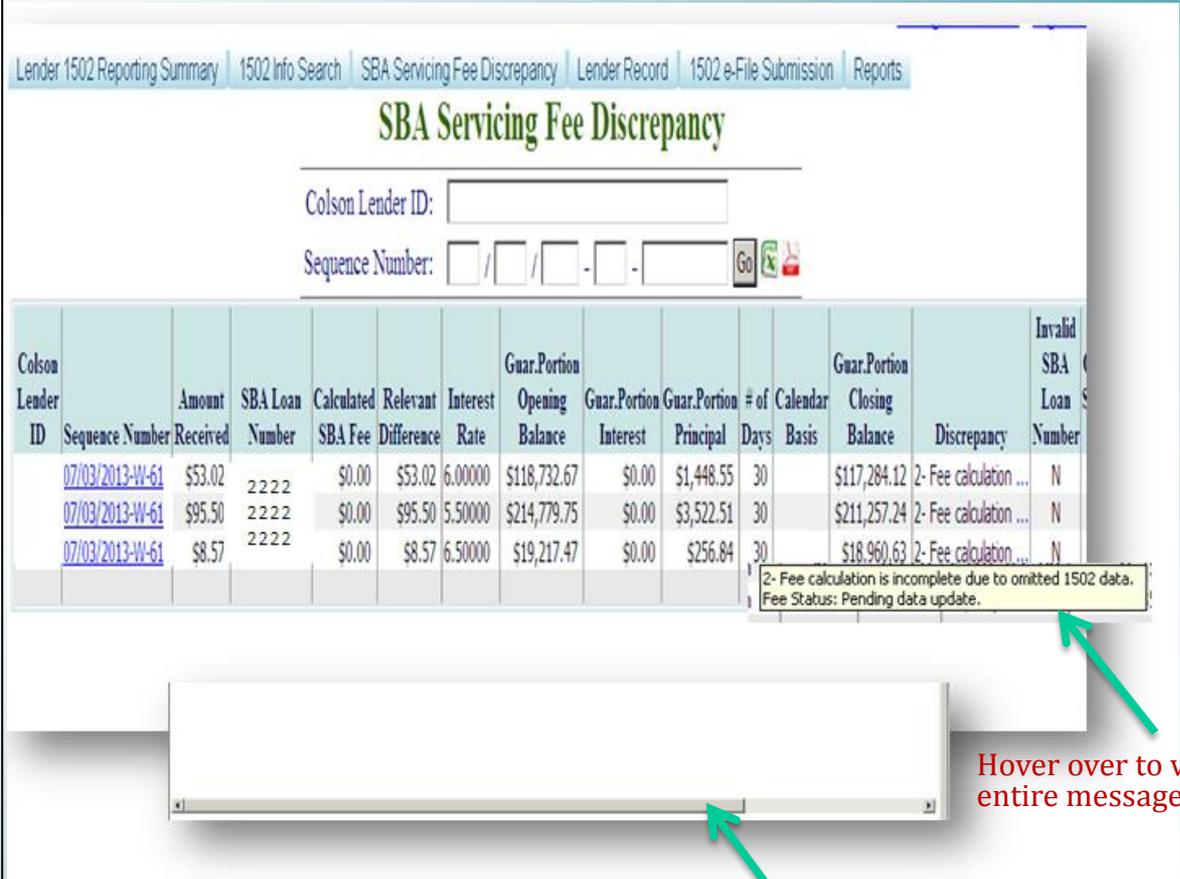
Discrepancy#1 Reported GP Number not identified. Fee rate cannot be validated.
Status: Pending GP Number update.

Discrepancy#2 Fee calculation is incomplete due to omitted 1502 data.
Status: Pending data update.

Discrepancy#3 Reported GP number not identified and fee calculation is incomplete due to omitted 1502 data. **Status:** Pending GP Number and data update.

Discrepancy#4 Reported GP number not identified and calculated fee shortage/overage may be the result of omitted 1502 data.
Status: Pending GP Number update.
 Potential FTA Invoice/Refund based on fee rate validation.

Note: Fee discrepancies deemed valid require no immediate action by Lender as they will be invoiced/refunded by Colson via system automation processes



Colson Lender ID	Sequence Number	Amount Received	SBA Loan Number	Calculated SBA Fee	Relevant Difference	Interest Rate	Guar. Portion Opening Balance	Guar. Portion Interest	Guar. Portion Principal	# of Days	Calendar Basis	Guar. Portion Closing Balance	Discrepancy	Invalid SBA Loan Number
07/03/2013-W-61		\$53.02	2222	\$0.00	\$53.02	6.00000	\$118,732.67	\$0.00	\$1,448.55	30		\$117,284.12	2- Fee calculation ...	N
07/03/2013-W-61		\$95.50	2222	\$0.00	\$95.50	5.50000	\$214,779.75	\$0.00	\$3,522.51	30		\$211,257.24	2- Fee calculation ...	N
07/03/2013-W-61		\$8.57	2222	\$0.00	\$8.57	6.50000	\$19,217.47	\$0.00	\$256.84	30		\$18,960.63	2- Fee calculation ...	N

- The scroll bar at the bottom of the page
- allows you to move from left to right

Lender Record (Edit)

Fig. 1

To edit the Lender Record you must click on Colson's Lender ID Number.

Fig. 2

This page allows you to view the current Lender profile. Lenders have the ability to edit the following information:

- **Location Address**
- **Contact Name**
- **Contact Phone**
- **Contact Fax**
- **Contact Email**

Lender **Name** changes may not be made via the 1502 Dashboard. Requests for name changes should be submitted with supporting documentation to Colson Client Services team via the dedicated inbox info@colsonservices.com for processing

Fig. 1

1502 Info Search | SBA Servicing Fee Discrepancy | Lender Record | 1502 e-File Submission | Reports

Search Lender Record

--- Lender List ---

Lender ID	Lender Name	City	State	Zip	Active Loans	Inactive Loans	Total Loans
2222	THEBANK	ARK	KY	42724	5	0	5

Select Lender ID

Fig. 2

Name: TREE BANK

Street: 1111 CROWN ST

City: SANS

State: NC Zip: 28115

Contact Name: MARY JANE

Contact Phone: 704-555-5555

Contact Fax: 704-555-5551

Email addresses delimited by semi-colon

1502 Contact email address

SBA 7(a) Secondary Market email address

Go back to lender list

Lender Name changes may not be made online. Please submit your request with appropriate supporting documentation to Colson Customer Service at:

E-mail [E-mail info@colsonservices.com](mailto:info@colsonservices.com)

Fax 718-315-5100

Address 2 Hanson Place, 7th Floor
Brooklyn, New York 11217

Use this button to go back to the previous page

1502 e-File Submission

Fig. 3

Fig. 3

The 1502 e-File allows for the following excel spreadsheet submissions:

- **Standard 1502 Forms**
- **Special Remittance Forms**
- **USDA Remittance Forms**

Note: Excel spreadsheets in Standard 1502 format is mandatory for e-File uploads. Negative dollar values i.e. borrower payments, outstanding balances and “Total To FTA” amounts are not allowed and must be removed prior to upload

Fig. 4

Browse to locate spreadsheet to be uploaded and select “Upload Selected File(s)” to proceed. Repeat Browse step for multiple files to be uploaded.

The **1502 e-File User Guide** is available via the 1502 Dashboard message board. Questions should be directed to Colson’s Client Services team at 877-245-6159, Option #1

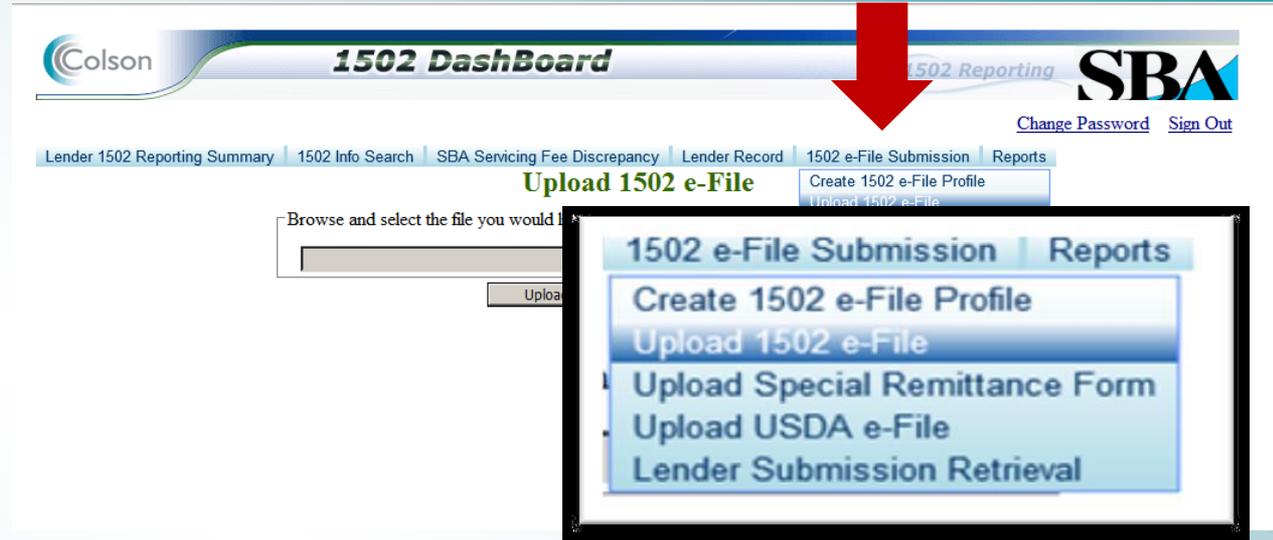
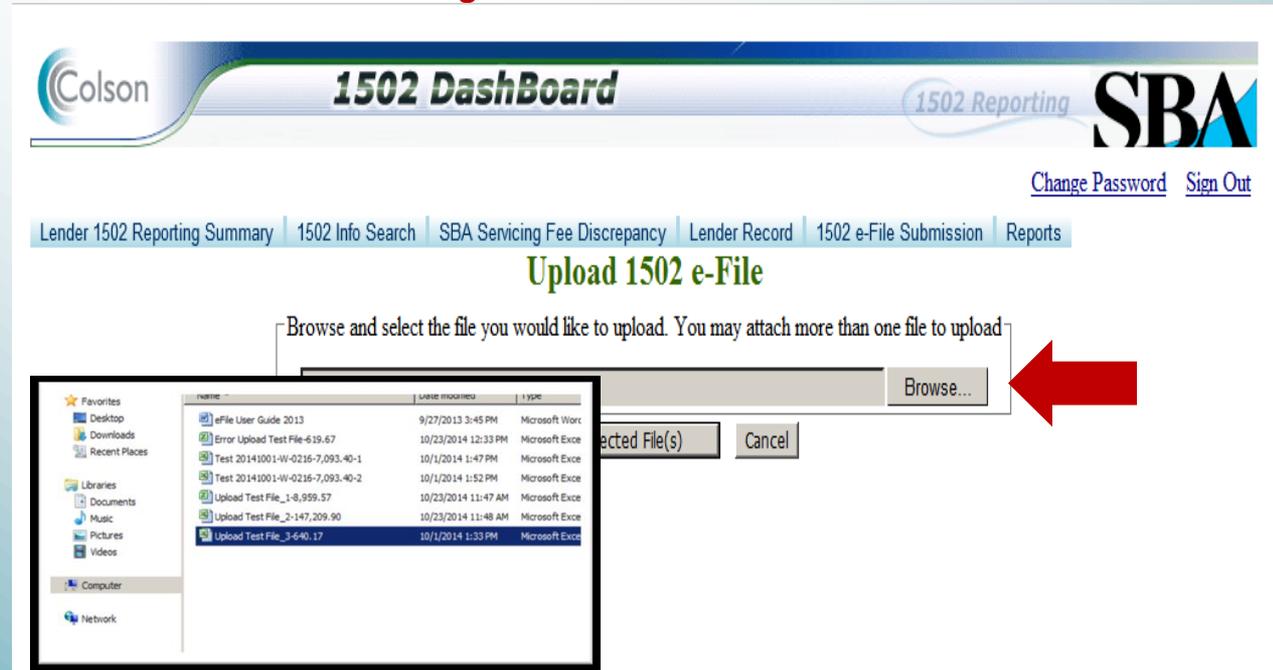


Fig. 4





Colson Contact & Email

Client Services

Phone: 1-877-245-6159

Email: info@colsonservices.com

Web: www.colsonservices.com

SBA Forms 1502 & 159 Submissions

Web: 1502 Connection

Web: 1502 Dashboard e-File (**Excel Standard 1502 mandatory**)

Email: 1502@colsonservices.com (**Excel strongly recommended**)

Email: form159@colsonservices.com

Secondary Market Prepayment Notification

Email: 10daynotice@colsonservices.com

Contact Information

SBA WV District Office

- Rick Haney, Lender Relations Specialist
304.623.7449 or Richard.haney@sba.gov
- Leo Lopez, Lender Relations Specialist
304.347.5220 or Leopoldo.Lopez@sba.gov

Or contact the Lender Relations Specialist
at your local SBA District Office.