



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 SBA’s FTA 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:

- A. ASCII Comma Delimited (Comma Separated Values)
- B. MS Excel – all versions

A. ASCII Comma Delimited File:

Comma Separated Value (CSV) 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. Please do not include header record.

ASCII Comma Delimited File Layout and Example

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:

- Using first 7 columns from the 1502 form, where each column contains data.
 - "1234567890","12345678901234567890","12/15/2000","4",12345678.90,12345678.90,12.0000
- Using first 7 columns from the 1502 form, where some columns contain no data.
 - "1234567890","12345","2/15/96","9",,3452.01,,

B. EXCEL SPREADSHEET

Spreadsheets offer the most flexibility in data submission. Please follow the below 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. 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

- *Multiple Worksheets in a Workbook:*

The lender's address should appear once in a worksheet. If you are cutting and pasting multiple worksheets together, please be sure not to copy the address information or the total information. **The lender header and address information should appear only once.**

Although most spreadsheet packages allow you to separate information into multiple worksheets within a file/workbook, the final submission to Colson should contain **one** worksheet. It becomes difficult to understand whether all the worksheets are to be used as payment data or if one worksheet was used for calculation purposes.

Example: If you would like to separate your Sold Loans from your Unsold Loans, it is preferable if you create a separate file for each type. (Colson does not require that you create a separate file for each loan type, however, it is important that each workbook received should contain only one worksheet).

File Delivery Methods

Colson can receive the above files in the following ways:

1. E-mail as a file attachment
The e-mail address for file attachments is: 1502@colsonservices.com
2. Secure File Transfer Protocol (SFTP)
The SFTP Site is sftp.colsonservices.com. Please contact Colson's Client Service for sign up information.
3. Upload E-file via 1502 Dashboard website.
4. The mailing address for electronic media is:

Attn: Cash Processing
Colson Services Corp.
2 Hanson Place, 7TH Floor
Brooklyn, NY 11217

For questions regarding a specific data format referenced in this document, or on a format that is not included in this document, please feel free to call our Client Service Group at 877-245-6159.