



# INSTRUCTIONS FOR SBA FORM 1502 SUBMISSIONS

SBA SOP 50 10 Lender Reporting requires the use of electronic media to submit monthly 1502 Forms to SBA's Fiscal Transfer Agent (FTA). If you are unable to send your 1502 data electronically, please follow instructions for hard-copy submissions below.

## ELECTRONIC MEDIA REMITTANCE

Method	Payment Method (Secondary market and SBA fee payments)	Send To
E-mail ( <i>spreadsheets or file attachments</i> )	Wire	<a href="mailto:1502@colsonservices.com">1502@colsonservices.com</a>
Web Site - <i>The 1502 Connection</i>	Wire	<a href="http://www.colsonservices.com">www.colsonservices.com</a>
Web Site - <i>The 1502 Dashboard / e-File</i>	Wire	<a href="http://www.colsonservices.com">www.colsonservices.com</a> <i>Contact Colson Client Service at (877) 245-6159 for information on web enrollments.</i>

Spreadsheets must be an exact facsimile of SBA Form 1502, without any hidden columns or extraneous information.

## HARD COPY SUBMISSION (Letter or Legal size paper):

Method	Payment Method (Secondary market and SBA fee payments)	Send To
Fax	Wire	718-315-5170
Mail	Wire or Check	<b>Regular Mail to:</b> Colson Services Corp. P.O. Box 54, Bowling Green Station New York, N.Y. 10274 Attn: Cash Processing  <i>(For Express Mail, use footer address to the attention of Cash Processing.)</i>

**NOTE:** Hand-written 1502 forms are not acceptable.

## WIRE INSTRUCTIONS

**Secondary market and SBA fee payments can be wired to:**

The Bank of New York  
ABA Routing # 021 000 018  
For Credit to: Colson Services Corp.  
7(a) Collection Account # 8900606797  
Text: Bank Name & Payment Information

**Secondary market payoffs and prepayments can be wired to:**

The Bank of New York  
ABA Routing # 021 000 018  
For Credit to: Colson Services Corp.  
7(a) Payoff Account # 8900606827  
Text: GP #, Bank Name, and P&I