

Date: June 4, 2020

Lender's Self Service Guide to Track Paycheck Protection Program (PPP) Lender Processing Fee Payments

After reporting a PPP loan as fully disbursed on SBA Form 1502 using the guidelines set forth in SBA Procedural Notice 5000-20028, Lenders should perform the following self-service actions:

1. View the *Lender 1502 Reporting Summary* in the *1502 Dashboard* for notifications and updates posted the day after the FTA processes the 1502 submission. For 1502 Forms submitted by Lenders via *Upload 1502 e-File*, Lenders must still allow for overnight processing to confirm results. Please avoid reporting duplicate loan submissions on the same day.
Note – The e-File's "Uploaded Total" should indicate \$0.00 from the Total to FTA and Remittance Penalty columns for PPP reporting.
 - a. Lender reporting summaries are listed by monthly cycles developed for the standard SBA 7(a) month-end reporting process. For PPP 1502 Forms submitted starting on May 22, 2020, Lenders should view "05/2020 (Month-End 04/2020)" in the *List By* drop down menu for the prior month's information, and "06/2020 (Month-end 05/2020)" for current month. Both of these summaries will jointly provide a snapshot for Lenders of their complete PPP disbursement reporting activity to date, as applicable. Lenders may disregard unreported PPP loans for June 2020 that were successfully reported as disbursed in May 2020. Lenders may submit separate 1502s for loans reported with errors that may no longer be edited from the prior month.
2. Confirm completion of the *Section 1102 Lender Processing Fee* tab under the *CARES Act/Lender Certifications & Payment Instruction* menu, while double checking the accuracy of the Lender's Routing Number, Account Type, Account Number and Tax Identification Number (TIN). Updated ACH credit information, along with the one time lender confirmation is sent to SBA daily. SBA will not make Lender Processing Fee Payments without valid payment instructions.
3. Be patient.
 - a. The FTA will send Lenders' PPP 1502 to SBA following the second business day from the date that the reports were processed (i.e. *Colson Reference Date*). Successful data transfer may be confirmed in *E-Tran Servicing/1502 Info*.
 - b. If the disbursed amount reported on the 1502 matches the approval amount in *E-Tran* and the Lenders' reporting does not generate additional *E-Tran* errors, SBA will update the *Loan Status* to "Disbursed Current" following the second business day from the date the reporting was received from the FTA. Loan reporting that encounters errors must be resubmitted on a separate 1502 Form to the FTA to reinitiate this self-service process.
Note – The *1502 Dashboard* will reflect updated statuses upon receipt from SBA.
4. Access *Loan Info* in *E-Tran Servicing* to view the calculated *Lender Processing Fee* and the fee's related *Schedule History*. Payment schedules that are eligible per SBA Procedural Notice 5000-20028 will populate, in stages, the Fee Amount; Schedule Number; Schedule Date; Fee Paid Date; and Cancelled Date; as applicable. After previously exporting Lenders' 1502 report, ACH credit information, and one-time lender confirmation to SBA, **the FTA is not further involved in the scheduling or making of the Lender Processing Fee Payments.**