

Date: December 30, 2020

Colson Services, a wholly-owned subsidiary of BNY Mellon, continues to carefully monitor the 2019 coronavirus (COVID-2019) situation. Our employees' health and safety is our top priority and we have moved our business continuity efforts forward more aggressively. We are prepared to operate over an extended period with a large portion of our staff working from home. In addition, we have emergency access provisions for key staff should they need to commute to our offices, and facilities and wellbeing resources near our sites to support them. We continue to be focused on providing great service to our clients.

SBA's Fiscal Transfer Agent Services will operate under the following SBA authorized guidelines for the SBA 7(a) Secondary Market:

### **Fiscal Transfer Agent Records – Certificate Issuance**

Colson will respectively issue pending SBA Guaranteed Interest Certificates or Confirmation of Originator Fee Certificates on a weekly basis for any active registered holder positions issued a Confirmation letter, Fiscal Transfer Agent Record, under COVID-19 guidelines. Certificates for current date activity will also be issued.

#### **Weekly Schedule:**

- Wednesday, December 30, 2020
- Wednesday, January 6, 2021
- Wednesday, January 13, 2021
- Wednesday, January 20, 2021
- Wednesday, January 27, 2021

### **Sale of SBA 7(a) Loans into SBA's Secondary Market**

#### **Schedule:** Daily

Lenders may continue to sell the guaranteed portion of an SBA 7(a) Loan. The following sale documents must be presented to the FTA via e-mail or SFTP:

1. A fully executed SBA Form 1086;
2. A true and certified copy of the Borrower's Note, including true and certified copies of any amendments or modifications. All Notes, modifications, or amendments presented for sale must have the SBA Loan Number on the first page of each document.

The SBA Form 1086 and the true and certified copy legend(s) must be signed electronically in compliance with SOP 50 10 6, Appendix 10.

A confirmation letter, Fiscal Transfer Agent Record, will be issued in lieu of a pending Guaranteed Interest Certificate for all loan settlements under the current COVID-19 guidelines. See "[Fiscal Transfer Agent Records – Certificate Issuance](#)" for the planned certificate issuance schedule.

### **SBA 7(a) Secondary Market Certificate Transfers**

Schedule: Thursday, January 7, 2021 to Tuesday, January 26, 2021

Assignees may present SBA Form 1088, Secondary Market Assignment and Disclosure Form, and described registered certificate for transfer and registration into the Assignee's name to Colson Services Corp., 240 Greenwich Street, 11 W, New York, NY 10286 via overnight mail.

A confirmation letter, Fiscal Transfer Agent Record, will be issued in lieu of a pending certificate for all transfers under the current COVID-19 guidelines within 72 hours of receipt of all required physical transfer documentation for January 2021 assignments. See "Fiscal Transfer Agent Records – Certificate Issuance" for the planned certificate issuance schedule.

### **SBA 7(a) Secondary Market Payoff Redemptions**

Schedule: Thursday, January 7, 2021 to Tuesday, January 26, 2021

Registered Holders notified of receipt of prepayment funds by the FTA may present SBA Form 1088 and described registered certificate for Final Redemption to Colson Services Corp., 240 Greenwich Street, 11 W, New York, NY 10286 via overnight mail.

Holders with an executed Funds Transfer Agreement already on file will receive final payment via wire within 72 hours of receipt of all physical final redemption documentation. All other payoff payments will be issued via check within that timeframe.

### **SBA 7(a) Pooling**

Schedule: Wednesday, January 6, 2021 to Friday, January 8, 2021

SBA 7(a) Loan Pool Assemblers may submit SBA Pools for approval through PSU Online.

Colson will issue eligible CUSIP and Pool Numbers within 72 hours of submission.

Schedule: Monday, January 11, 2021 to Friday, January 22, 2021

Assemblers may submit all required physical pool documentation following standard policies and procedures to Colson Services Corp., 240 Greenwich Street, 11 W, New York, NY 10286.

Colson will issue SBA Guaranteed Loan Pool Certificates and any related Confirmation of Originator Fee Certificates within 72 hours of receipt of all required physical pool documentation for January 2021 formations.