



# FAQs

## Changes to the Form 159 Submission

**Background:** The Fiscal Transfer Agent (FTA) technology platforms are being migrated to SBA’s Capital Access Financial System (CAFS). This improves security and integration of 7(a) loan program information and promotes greater standardization, controls, and reduces redundancies. **On Monday, April 5<sup>th</sup>, 2021, all lenders and lender service providers (LSPs) will need to access and complete Form 159 within CAFS.** The FTA will no longer use [Form159@colsonservices.com](mailto:Form159@colsonservices.com).

Question	Answer
<b>1. Why is the submission process for Form 159 changing?</b>	<i>FTA had a Form 159 application that is now retired and the new acceptance method is via SBA’s Capital Access Financial System (CAFS). This will improve security, promote standardization, and reduce redundancies.</i>
<b>2. How do I access Form 159?</b>	<i>Form 159 can be accessed via CAFS at <a href="https://caweb.sba.gov">https://caweb.sba.gov</a>.</i>
<b>3. What if I do not have a CAFS account?</b>	<i>Instructions to create a CAFS account can be found <a href="#">here</a>.</i>
<b>4. Are there any changes to the 159 Policy?</b>	<i>No change to the policies for Form 159. The changes are only to the access and submission of the form.</i>
<b>5. Should I enter Form 159 in the ETRAN Origination or ETRAN servicing?</b>	<i>Form 159 can be initiated during loan origination in ETRAN Origination, however it should be completed after the loan’s first disbursement in ETRAN Servicing.</i>
<b>6. What if I have selected the loan I would like to fill out Form 159 for, but the “New Agent” button has not appeared?</b>	<i>Ensure that on the main loan information page in ETRAN, you have answered “yes” when asked “Did This Loan Application Involve an “Agent?” and clicked “Save” at the bottom of the page.</i>
<b>7. Am I required to submit supporting documentation with Form 159?</b>	<i>Yes, if the amount paid exceeds \$2,500. The portal accepts Excel, Word, and PDF file types. File names must not contain any spaces, files must not be password protected, and files are limited to 50mb per upload. Supporting documentation includes 1) a detailed explanation of the work performed and 2) the hourly rate(s) and the number of hours spent working on each activity.</i>



<b>8. Why am I seeing an error message when I try to save Form 159?</b>	<i>The portal automatically checks for missing information. If you are seeing an error message, please review the form and fill in any missing information before clicking “Save” again.</i>
<b>9. Why am I unable to click the “Print Form 159” button?</b>	<i>The “Print Form 159” button will only be enabled once all required fields are filled in. Please check that all fields are filled in and click “Save” before trying to click “Print Form 159.”</i>
<b>10. Am I still required to retain a copy of the completed Form 159?</b>	<i>Yes. Although the entry methodology for Form 159 has changed, the retention and record-keeping requirements have not. Lenders are still expected to retain a copy of the form for their records.</i>
<b>11. Can I upload the signed version of Form 159 to the portal?</b>	<i>Yes, but this step is optional. If you’d like to upload the signed version of Form 159 to the portal, utilize the “Upload” function (the same process as attaching any supporting documentation).</i>
<b>12. I complete Form 159 in SBA One - does this change impact me?</b>	<i>Yes. Access to Form 159 will be retired in SBA One. The form and submission is available via CAFS ETRAN. You can access and begin the form in Origination however to complete the form, you’ll need to be in ETRAN Servicing.</i>
<b>13. Who do I contact if my question is not answered here?</b>	<i>FTA Customer Service Representatives can provide answers to Form 159 related questions at <a href="mailto:Form159@sba.gov">Form159@sba.gov</a> and general guidance on the 7(a) loan program and training resources at <a href="mailto:FTA@sba.gov">FTA@sba.gov</a>.</i>