

Upfront Premium Collection

Use the **Upfront Premium Collection** menu options to retrieve current upfront premium payment information on requested cases and summary reports at the lender and branch level. Also, a Message Board function provides an online message board for HUD's upfront premium collection system users. Information can be obtained between 7:00 a.m. and 8:00 p.m. EST, Monday through Friday, excluding holidays.

Refer to the **Case Level Information** section that follows for a description of the case level menu options and to find out more about retrieving upfront premium information for a specific case. See the **Upfront Premium Reports** section for report descriptions and guidelines on retrieving the summarized/branch level information.

Case Level Information


The following menu options provide case level information:

- **Case Master Summary** - provides upfront premium payment information at the case level.
- **Payment Details** - displays information about each payment received for a specific case. Details include the date the payment was received and deposited, the closing date and mortgagee ID submitted with the payment, and suspension information. In addition, this page provides a link to the upfront premium **Case History**.
- **Case History** - displays a chronological list of every upfront premium transaction and/or event that has occurred on a case. Each event gives information about who or what generated the activity on the case and a description of the activity.
- **Refund Details** - displays information about each upfront premium refund on a specific case. The details for each refund include the reason for the refund, the refund status, the date the refund request was created, the date it was disbursed, and the address to which it was sent.

The instructions that follow illustrate how to access the **Case Master Summary** for a specific case. These steps serve as instructions to access any of the case level upfront premium collection functions (listed above):

1. After sign on, follow the menu path: **Single Family FHA > Single Family Origination > Upfront Premium Collection > Case Master Summary**.

Note: The FHA Connection menu path appears in the red bar at the top of the function pages (just like the one illustrated at the top of each page of this guide).

2. On the Case Master Summary Query page (**Figure 1**), type the desired case number in the **FHA Case Number** field.
3. Click . The Case Master Summary Results page (**Figure 2**) appears, providing both summary and detailed information for the specified case.

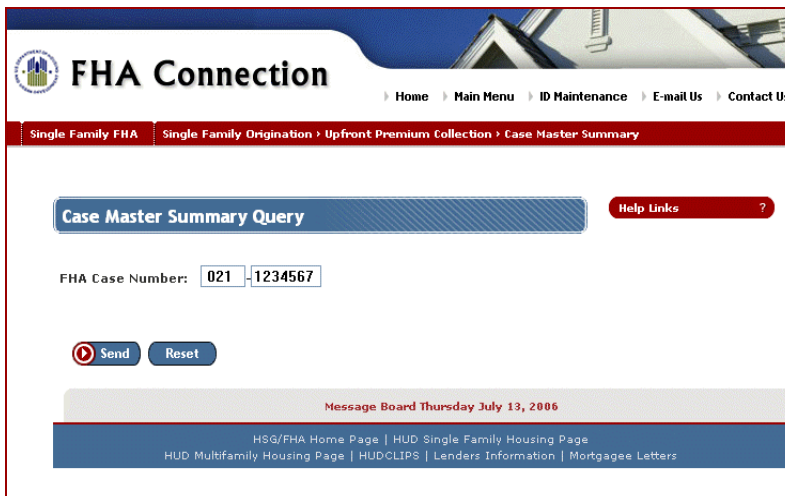


Figure 1: Case Master Summary Query page

The Case Master Summary Results page displays all upfront payments made to the specified FHA case, refund and debit information and, when applicable, refinance information. You can print the Case Master Summary Results using your Internet software. For best results, set your printer orientation to "landscape" before printing.

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Single Family FHA | Single Family Origination > Upfront Premium Collection > Case Master Summary >

Case Master Summary Results [Help Link](#)

FHA Case Number: 021-1234567
 Borrower Name: MCCULLOUGH, JOHN

CASE INFORMATION	
Case status:	ENDORSED
Mortgagee ID:	8676100022
Closing date:	12/30/2004
Endorsement date:	6/21/2005
Last PER date:	1/5/2005

REFINANCE INFORMATION	
Old case number:	-
Refi authorization number:	Not applicable
Refi status:	Not applicable

PAYMENT SUMMARY

Premium		Late		Interest		Total	
Paid:	\$ 2,121.87	Paid:	\$ 0.00	Paid:	\$ 0.00	Paid:	\$ 2,121.87
Refunded:	- 0.00	Refunded:	- 0.00	Refunded:	- 0.00	Refunded:	- 0.00
Debited:	- 0.00	Debited:	- 0.00	Debited:	- 0.00	Debited:	- 0.00
Net premium:	\$ 2,121.87	Net late:	\$ 0.00	Net interest:	\$ 0.00	Net total:	\$ 2,121.87

Refinance

Refi credit:		Penalties Assessed/Adjusted	
\$ 0.00		Late assessed:	\$ 0.00
		Int assessed:	\$ 0.00
		Late adjusted:	- 0.00
		Int adjusted:	- 0.00
		Net late:	\$ 0.00
		Net interest:	\$ 0.00
		Total assessed:	\$ 0.00
		Total adjusted:	- 0.00
		Net total:	\$ 0.00

Penalties Due

Late:	\$ 0.00	Interest:	\$ 0.00
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Suspended

Premium:	\$- 0.00	Late:	\$ 0.00	Interest:	\$ 0.00	Total:	\$ 0.00
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Prem available for endorsement: \$ 2,121.87

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Figure 2: Case Master Summary Results page

For assistance with field definitions, click [Help Link](#) .

Upfront Premium Reports

The last four options on the **Upfront Premium Collection** menu generate report information on upfront premium cases that may require further tracking. Report requests are based on the requesting mortgagee ID; reports can be limited to the requesting mortgagee branch or expanded to include all branches of the mortgage company.

Reports are immediately generated and displayed by completing the appropriate request page and clicking .


Currently, the following upfront reports are available:

- **Refinance Exceptions** - lists refinance cases that have received an upfront premium payment and either have incorrect refinance information or have no refi credit available to put toward the new case.
- **Penalties Due** - lists upfront cases that have outstanding late charge and/or interest due.
- **List of Unendorsed Cases** - lists cases that have received an upfront premium payment but are not yet endorsed.
- **Disbursed Refunds** - displays information about upfront premium refunds that have been disbursed within a specified date range (maximum 30 days).

The instructions that follow illustrate how to access a **List of Unendorsed Cases** using your mortgagee number. These steps serve as instructions to access any of the upfront premium collection reports (listed above):

1. After sign on, follow the menu path: **Single Family FHA > Single Family Origination > Upfront Premium Collection > List of Unendorsed Cases**.

Note: The FHA Connection menu path appears in the red bar at the top of the function pages (just like the one illustrated at the top of each page of this guide).

2. On the List of Unendorsed Cases Query page (**Figure 3**), type the desired mortgagee ID in the **Mortgagee ID** field. Enter the full 10-digit ID to limit the results to a specific branch or the first five digits of the ID to expand the results to all branches within your lending institution.
3. Click . The List of Unendorsed Cases Result page (**Figure 4**) appears, listing cases that received an upfront premium but are not yet endorsed.

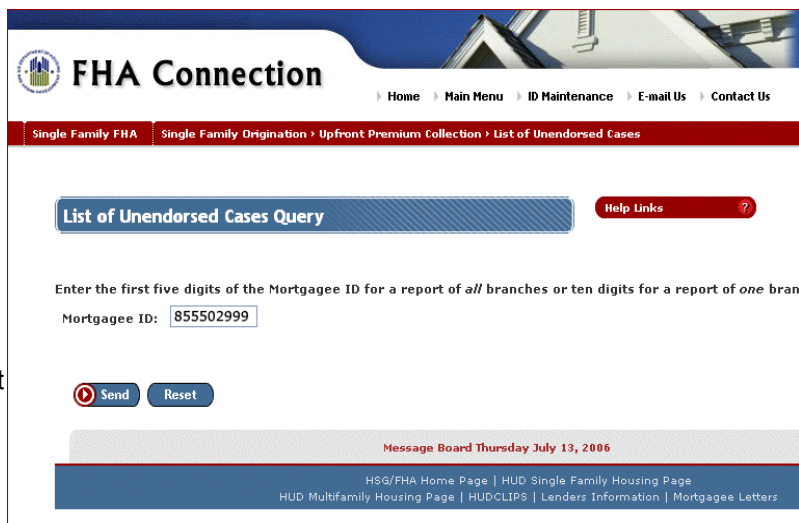


Figure 3: Case List of Unendorsed Cases Query

The List of Unendorsed Cases Result page (**Figure 4**) displays, for the specified mortgagee ID, all cases that received upfront premium but are not yet endorsed. For each case listed, the listing shows how much premium was received and (if applicable) the available refinance credit amount, as well as suspension and/or penalty information. Cases are grouped by Mortgagee (branch) ID and listed in numerical order within each branch grouping.

FHA Connection

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List of Unendorsed Cases Result [Help Link ?](#)

Requesting Mortgagee ID: 85555

Mortgagee ID: 8555502999 FIRST HOME LOAN COMPANY

Case number	Closing date	Premium paid	Refinance credit	Premium suspended	Potential debit	Debited amount	Penalties due (Y/N)	Refinance exceptions (Y/N)
021-1234567	1/28/1999	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N	N
021-2354899	5/28/1999	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N	Y
021-3625144	8/21/1997	\$1,687.50	\$0.00	\$0.00	\$0.00	\$0.00	N	Y
021-4561231	6/22/2006	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	N	N
021-5556268	6/28/2006	\$3,708.75	\$0.00	\$0.00	\$0.00	\$0.00	N	Y
021-7112365	7/31/2006	\$2,568.08	\$0.00	\$0.00	\$0.00	\$0.00	N	N
021-8456123	7/17/2006	\$2,175.23	\$0.00	\$0.00	\$0.00	\$0.00	N	Y
021-9633691	7/24/2006	\$2,080.65	\$0.00	\$0.00	\$0.00	\$0.00	N	N

TOTALS FOR MORTGAGEE 8555502999

Unendorsed exceptions:

Suspended cases 0
 Penalties due 0
 Refinance exceptions 4
 Potential debit 0
 Debited amount 0
 Total 4 Other unendorsed cases 0 Number of unendorsed cases 8

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Figure 4: List of Unendorsed Cases Result page