

Upfront Premium Collection

The Upfront Premium Collection menu options provide current upfront premium payment information on requested cases and summary reports at the lender and branch level. Information can be obtained between 7:00 a.m. and 8:00 p.m. EST, Monday through Friday, excluding holidays. Menu options for case level information and for reports have been grouped in the two sections below.

Case Level Information

In the first group of menu options, specific case information is accessed by entering the FHA case number and clicking on . The results window for the selected menu option displays. The Case Master Summary example below illustrates the windows and procedures for the other case level menu options.

Message Board - provides an online message board for HUD's upfront premium collection system.

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 incurred 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.

EXAMPLE - To receive information for a specific upfront case:

1. Choose Upfront Premium Collection from the Single Family Origination menu and then Case Master Summary. The Case Master Summary Request page displays (see Figure 1).
2. Type the FHA case number.
3. Choose .

Figure 1: Case Master Summary Request page

The Case Master Summary displays, providing both summary and detailed information for the specified case. It includes 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.

A sample Case Master Summary Results window is shown in Figure 2.



Upfront Premium

FHA case no: 021-9143492 

Borrower name: MCCULLOUGH, FLINT [\[Help\]](#)

CASE INFORMATION	
Case status:	ENDORSED
Mortgagee ID:	8765400003
Closing date:	10/27/1997
Endorsement date:	04/30/1998
Last PER date:	04/30/1998

REFINANCE INFORMATION	
Old case no:	-
Refi auth no:	Not applicable
Refi status:	Not applicable

PAYMENT SUMMARY

Premium	Late	Interest	Total
Paid: \$ 608.40	Paid: \$ 0.00	Paid: \$ 0.00	Paid: \$ 608.40
Refunded: - 608.40	Refunded: - 0.00	Refunded: - 0.00	Refunded: - 608.40
Debited: - 0.00	Debited: - 0.00	Debited: - 0.00	Debited: - 0.00
Net premium: \$ 0.00	Net late: \$ 0.00	Net interest: \$ 0.00	Net total: \$ 0.00

Refinance	Penalties Assessed/Adjusted		
Refi credit: \$ 0.00	Late assessed: \$ 0.00	Int assessed: \$ 0.00	Total assessed: \$ 0.00
	Late adjusted: - 0.00	Int adjusted: - 0.00	Total adjusted: - 0.00
	Net late: \$ 0.00	Net interest: \$ 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:	\$ 0.00
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You may go back to the previous page to type in a [NEW](#) FHA case number.

Figure 2: Case Master Summary Results page

If you need assistance with field definitions, click  [\[Help\]](#).

Upfront Premium Reports

The second group of menu options 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 on .

Currently, the following upfront reports are available:

Refinance Exception Report - 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 Report - 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 Report - displays information about upfront premium refunds that have been disbursed within a specified date range (maximum 30 days).