

# Monthly Premium Reports

Lenders and authorized service bureaus use the FHA Connection **Monthly Premiums** menu options (**Figure 1**) to pay, monitor and reconcile periodic (monthly) mortgage insurance premium payments. *Pay Periodic (Monthly) Premium* options include: viewing a history of monthly premium payments, viewing and updating case payment information, submitting case payments, and requesting a refund. *Monthly Premium Report Files* options generate electronic report files that help determine the lender's portfolio of FHA cases on record, monthly mortgage insurance premiums due, and any discrepancies in the billing-payment process, as well as related case transactions.

This **FHA Connection Guide** module introduces the types of report files available through **Monthly Premiums** and provides instructions on how to request and retrieve them. Sections include:

- **Overview of Monthly Premium Report Files**
- **Accessing Monthly Premiums**
- **Retrieving a Pregenerated File**
- **Requesting a File**

**Notes:** For information on **Case Detail**, see the *Case Detail for Monthly Premiums* module of the **FHA Connection Guide**. Also, the **FHA Connection Guide, Monthly Premium Payments** module provides training for paying and tracking monthly premium payments.

The screenshot shows the 'Monthly Premiums' page in the FHA Connection system. The page has a blue header with the 'FHA Connection' logo and navigation links: Home, Main Menu, ID Maint. Below the header is a red breadcrumb trail: Single Family FHA > Single Family Servicing > Monthly Premiums. A 'Help Links' button with a question mark is in the top right. The main content area is divided into two sections: 'Periodic (Monthly) Premium' and 'Premium Reporting'. The 'Periodic (Monthly) Premium' section contains links for 'Update or View Payment', 'Add Cases to Payment', 'Submit Payment', 'View Payment History', 'View Batch File Transmissions', 'Create Refund Request', and 'Refund Status'. The 'Premium Reporting' section contains links for 'Request a Report: Portfolio', 'Lender Notification', 'Case Detail', 'Get a Report: Retrieve Files', and 'View Schedule of Pregenerated Files'. A 'View Schedule of Pregenerated Files' link is also present. Below these sections is an 'Announcements' box and a footer with various links.

**Callout boxes:**

- Click for additional information about Monthly Premiums**: Points to the 'Help Links' button.
- Payment and refund options discussed in the corresponding Monthly Premiums FHA Connection Guide module**: Points to the 'Create Refund Request' and 'Refund Status' links.
- Report options discussed in this FHA Connection Guide module**: Points to the 'Request a Report' and 'Get a Report' sections.

Figure 1: Monthly Premiums page

General information about **Monthly Premiums** and assistance in retrieving information is also available by clicking **Help Links** in the upper right portion of the Monthly Premiums page (**Figure 1**). Select the desired topic for detailed information.

## Overview of Monthly Premium Report Files

The **Monthly Premiums** function provides two types of report files:

- **Pregenerated** (system-generated) files are automatically produced by HUD's monthly mortgage insurance premium collection system at a scheduled time each month, and
- **User-requested** files are available upon request.

These report files can be viewed online from the FHA Connection or copied (downloaded) to a local computer. Report files viewed online can be printed using the print capability of your Internet browser. Downloaded files are compressed or "zipped" and must be expanded (unzipped) before use. After a file is unzipped, it can be incorporated into in-house software and databases or formatted for use in software packages such as Microsoft Excel®, Microsoft Access®, or dBase®. See **Monthly Premiums Help (Downloading and Uncompressing a Report File)**.

### Pregenerated (System-generated) Files

The following **Monthly Premiums** report files are automatically generated by the system monthly:

- **Advance Notices** - includes premium changes for cases by anniversary date as well as cases that were endorsed the month before the file was generated, cases that were transferred to the lender's portfolio the month before the file was generated, and cases that will no longer be billed for monthly MIP.
- **Billing** - provides the amount of premium, late charges, and interest that is owed on each case serviced by the lender.
- **Reallocation Transactions** - provides information about funds that were reallocated to and/or from a lender's case.
- **Reconciliation** - provides information about cases that are unreconciled from the prior billing period.
- **Refund Transactions** - includes refunds that were created or had a change in status during the current month.

To learn more about system-generated files and how they are retrieved, see the section **Retrieving a Pregenerated File**.

### User-requested Files

The following **Monthly Premiums** report files are requested on an as-needed basis:

- **Lender Notification** - provides information about unexpected payments on cases serviced by the lender. Lenders are encouraged to check their notifications three to five business days after remitting a payment and again after the reconciliation file has been generated.
- **Portfolio** - provides information about the cases currently on record in HUD's system of record for endorsed cases as serviced by the lender.

To learn more about requesting Lender Notification and Portfolio files, see the section **Requesting a File**.

Though not a file, **Case Detail** displays current detailed case information, as needed, for an endorsed or nonendorsed case. Results include details such as case status, endorsement date, bill type, current servicer, previous servicer and transfer effective date, and all case transactions with respect to the collection of monthly premiums. **Case Detail** is viewed online and printed using the print capability of your Internet browser. Lenders have the ability to access **Case Detail** information for cases that are not in their portfolio of cases. To learn more about **Case Detail** and how to obtain this information, see the **Case Detail for Monthly Premiums** module of the **FHA Connection Guide**.

## Accessing Monthly Premiums

Authorized employees of an FHA-approved lender can access and use **Monthly Premiums**. After sign on to the FHA Connection, use the menu path: **Single Family FHA > Single Family Servicing > Monthly Premiums**. The **Monthly Premiums** page appears (**Figure 1**).

**Note:** The FHA Connection menu path appears as a “breadcrumb” trail at the top of each function page (just like the one illustrated at the top of each page of this guide).

## Retrieving a Pregenerated File

Five **Monthly Premiums** files are automatically generated each month. The files remain available for three months to view or download. The oldest file is replaced when a new file is generated. Each month the new files are available per the following schedule:

- **Advance Notices** – by the 10<sup>th</sup> of the month
- **Billing** – by the 17<sup>th</sup> of the month
- **Reallocation Transactions** – updated every Monday with the final monthly file available on the second day of the following month
- **Reconciliation** – by the 17<sup>th</sup> of the month
- **Refund Transactions** – updated every Monday with the final monthly file available on the second day of the following month

A schedule is provided online that lists the dates of the most recent file and the next available file for each type. To view the schedule of the most recent and next available file for each type, select **View Schedule of Pregenerated Files** (see **Figure 1**).

These files can be retrieved for a single case or multiple cases. To learn more about how to obtain these files, see the **Requesting a Single Case Pregenerated File** section or **Retrieving a Multiple Case Pregenerated File** section.

## Retrieving a Single Case Pregenerated File

The instructions that follow illustrate how to retrieve a specific pregenerated case file. These steps serve as instructions to access any of the case-level **Monthly Premiums** files listed above:

1. Access **Monthly Premiums**, as outlined in the previous section.
2. Click **Retrieve Files**. The Retrieve Files page appears (**Figure 2**).

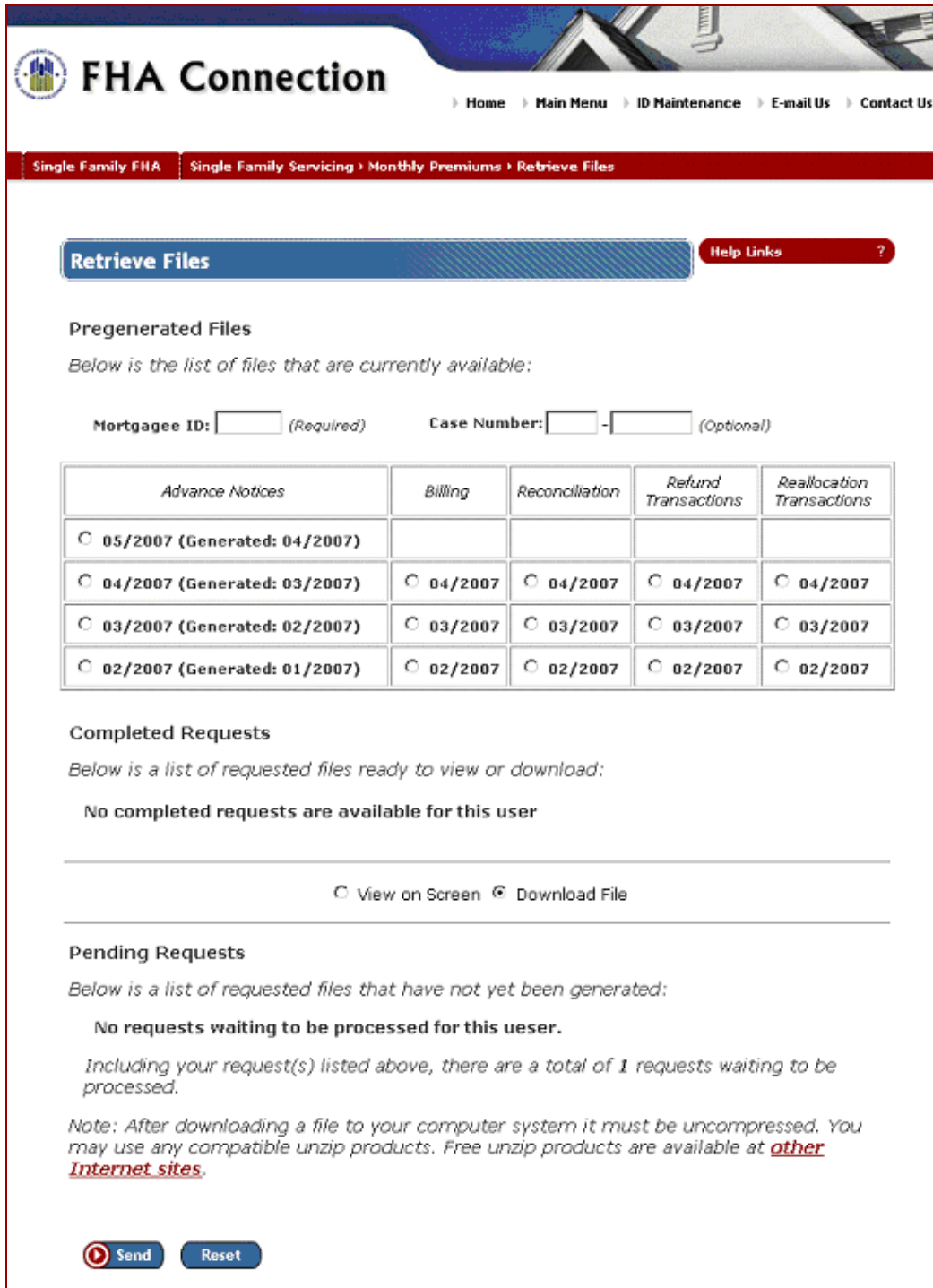


Figure 2: Retrieve Files page listing files available and user options

3. Enter the **Case Number**. Service bureaus and HUD users must also enter the servicing lender's **Mortgagee ID**.
4. Select the desired file, e.g., **Advance Notices 04/2007 (Generated: 03/2007)** or **Billing 04/2007**.
5. Select **View on Screen** or **Download File**.
6. Click . If **View on Screen** was selected, a page with the single case report information appears (**Figure 3**).

**Note:** Use your browser's print feature to print the **Monthly Premiums** report file.

**FHA Connection**

Home Main Menu ID Maintenance E-mail Us Contact Us

Single Family FHA Single Family Servicing > Monthly Premiums > Retrieve Files

**Billing** Help Links ?

**SUCCESS**

BILLING REQUEST SUCCESSFULLY COMPLETED

Click for additional information about field descriptions and processing steps

Billing Period: 04/2007

Mtgee ID	Case Number	Curr Prem	Prem Billed	Int Billed	Late Billed	Unapplied	MIN/Loan Number
12345	131-1234567	25.79	25.79	0.00	0.00	0.00	987654

Total Premium Billed: \$6,184.08

Total Interest Billed: \$0.00


Total Late Billed: \$36.45

Displaying case 25 of 95 total cases.

< Prior Next >

Figure 3: Billing report file for a single case

### Retrieving a Multiple Case Pregenerated File

1. Access the Monthly Premiums page (**Figure 1**) (see **Accessing Monthly Premiums**).
2. Click **Retrieve Files**. See **Figure 2** for a sample Retrieve Files page.
3. Service bureaus and HUD users can retrieve the report file for a specific lender by entering the **Mortgagee ID**. This field does not appear for lenders.
4. Select the desired file, e.g., **Advance Notices 05/2005 (Generated: 04/2005)** or **Billing 04/2005**.
5. Select **View on Screen** or **Download File**.
6. Click  **Send**. If **View on Screen** was selected, a page appears with the report information (see **Figure 4**).

**Note:** If you need assistance downloading the file, click **Help Links** ?



# FHA Connection

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[Single Family FHA](#)
[Single Family Servicing > Monthly Premiums > Retrieve Files](#)

## Billing

[Help Links](#) ?

**SUCCESS**

BILLING REQUEST SUCCESSFULLY COMPLETED

Billing Period: 04/2007

<i>Mtgee ID</i>	<i>Case Number</i>	<i>Curr Prem</i>	<i>Prem Billed</i>	<i>Int Billed</i>	<i>Late Billed</i>	<i>Unapplied</i>	<i>MIN/Loan Number</i>
12345	031-1111111	26.57	26.57	0.00	0.00	0.00	770930
12345	046-2222222	6.49	12.98	0.00	0.26	0.00	238649
12345	046-8888888	3.70	3.70	0.00	0.00	0.00	238507
12345	048-3333333	4.76	304.02	0.00	1.14	0.00	770863
12345	092-7777777	36.14	36.14	0.00	0.00	0.00	238689
12345	291-5555555	15.60	15.60	0.00	0.00	0.00	770843
12345	291-6666666	25.22	88.66	0.00	1.01	0.00	756245
12345	371-1111111	18.33	18.33	0.00	0.00	0.00	374533
12345	548-2222222	12.24	26.93	0.00	.49	0.00	255201
12345	581-8888888	39.00	39.00	0.00	0.00	0.00	694087

**Total Premium Billed: \$571.93**

**Total Interest Billed: \$0.00**

**Total Late Billed: \$2.90**

Displaying cases 1 - 10 of 10 total cases.

Figure 4: Billing report for multiple cases

## Requesting a File

The **Portfolio** and **Lender Notification** files can be requested for single or multiple cases. Requests are processed between the hours of 8 a.m. and 8 p.m. Eastern Time (ET) Monday through Friday, excluding holidays.

The instructions that follow illustrate how to request either a **Lender Notification** or **Portfolio** file.

### Requesting a Single Case Portfolio or Lender Notification File

1. Access the Monthly Premiums page (**Figure 1**) (see **Accessing Monthly Premiums**).
2. Select **Portfolio** or **Lender Notification**. The corresponding request page appears (**Figure 5**).

**FHA Connection**

Home Main Menu ID Maintenance E-mail Us Contact Us

Single Family FHA | Single Family Servicing > Monthly Premiums > Lender Notification Request

**Lender Notification Request** Help Links ?

*Single Case Request*

FHA Case Number:  -

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*Multiple Case Request*

Month/Year:  -  Mortgagee ID:

(Optional) (MM-YYYY) (Required)

Paid on another lender's case  
 Lender paid on your case  
 Case not billed

Figure 5: Lender Notification Request page

3. Enter the desired **Case Number** and click . The results appear immediately. If no information is available, a message appears.

A sample single case **Lender Notification** file is shown in **Figure 6**.

**FHA Connection**

Home Main Menu ID Maintenance E-mail Us Contact Us

Single Family FHA Single Family Servicing > Monthly Premiums > Lender Notification Request

**Lender Notification Results** [Help Links ?](#)

**SUCCESS**

LENDER NOTIFICATION REQUEST SUCCESSFULLY COMPLETED


Case Number: 281-1111111

Mortgage ID	Notification Date	Reason Code	Reason	Servicer/Payee Name
23456	11/10/2006	1	THE PAYING MORTGAGEE IS NOT THE MORTGAGEE OF RECORD	HOME MORTGAGE INC
23456	11/10/2006	1	THE PAYING MORTGAGEE IS NOT THE MORTGAGEE OF RECORD	HOME MORTGAGE INC
34567	11/10/2006	2	ANOTHER MORTGAGEE HAS PAID ON YOUR CASE	ACME MORTGAGE COMPANY
34567	11/10/2006	2	ANOTHER MORTGAGEE HAS PAID ON YOUR CASE	ACME MORTGAGE COMPANY
34567	10/1/2006	3	YOU PAID ON A CASE THAT HAS NOT YET BEEN BILLED	

[New Request](#)

Figure 6: Lender Notification Results for a single case

### Requesting a Multiple Case Portfolio or Lender Notification File

1. Access the **Monthly Premiums** page (**Figure 1**) (see **Accessing Monthly Premiums**).
2. Select **Portfolio** or **Lender Notification**. The corresponding request page appears (e.g., **Figure 5**).
3. Enter or modify the request information under **Multiple Case Request** and click  **Send**.

A Successful Request page appears if no problems exist with your request. You will be informed of the approximate time it will take to generate the file. A sample page is shown in **Figure 7**.



The screenshot shows the FHA Connection website interface. At the top, there is a navigation bar with links for Home, Main Menu, ID Maintenance, E-mail Us, and Contact Us. Below this is a breadcrumb trail: Single Family FHA > Single Family Servicing > Monthly Premiums > Lender Notification Request. The main content area features a blue header with the text 'Successful Lender Notification Request' and a 'Help Links' button with a question mark. Below this is a success message: 'SUCCESS' with a checkmark icon, followed by the text 'LENDER NOTIFICATION REPORT FILE SUCCESSFULLY REQUESTED'. A message states 'This file will be available in a few minutes.' Below this is a 'Retrieve Files' button and instructions: 'To check availability or retrieve previously requested files, select: Retrieve Files', 'To check availability at a later time, use the Retrieve Files button on the Monthly Premiums page.', and 'To request another lender notification file, use the New Request button below.' At the bottom, there is a 'New Request' button.

Figure 7: Request for Lender Notification Report is successful

- To check if the request has been processed, click **Retrieve Files** on either the Monthly Premiums page or the Successful Request page. A sample Retrieve Files page is shown in **Figure 8**.  
If your request has not been processed, it will be listed in the **Pending Requests** section of the page. Once the request is processed, it will appear in the **Completed Requests** section of the page.  
**Note:** The Retrieve Files page does not automatically move requested files from **Pending Requests** to **Completed Requests**. While viewing this page, you can check if processing is complete by using your browser's refresh or reload feature to update the page. Completed files appear in the **Completed Requests** section.

**Retrieve Files** Help Links ?

**Pre-generated Files**  
 Below is the list of files that are currently available:

Mortgagee ID:  (Required) Case Number:  -  (Optional)

Advance Notices	Billing	Reconciliation	Refund Transactions	Reallocation Transactions
<input type="radio"/> 05/2007 (Generated: 04/2007)				
<input type="radio"/> 04/2007 (Generated: 03/2007)	<input type="radio"/> 04/2007	<input type="radio"/> 04/2007	<input type="radio"/> 04/2007	<input type="radio"/> 04/2007
<input type="radio"/> 03/2007 (Generated: 02/2007)	<input type="radio"/> 03/2007	<input type="radio"/> 03/2007	<input type="radio"/> 03/2007	<input type="radio"/> 03/2007
<input type="radio"/> 02/2007 (Generated: 01/2007)	<input type="radio"/> 02/2007	<input type="radio"/> 02/2007	<input type="radio"/> 02/2007	<input type="radio"/> 02/2007

**Completed Requests**  
 Below is a list of requested files ready to view or download:  
 Portfolio/Lender Notification File(s)

- Lender Notifications (123; 88888) - 28 case(s) - Apr 26 2007 9:45AM (1K)
- Portfolio Request ( 530 /UP /RB ; A; 88888) - 362 case(s) - Apr 26 2007 11:08AM (1K)

View on Screen  Download File

**Pending Requests**  
 Below is a list of requested files that have not yet been generated:

- Lender Notifications (123;88888) 34 Case(s) - Apr 27 2007 12:10PM

Including your request(s) listed above, there are a total of 1 requests waiting to be processed.

Note: After downloading a file to your computer system it must be uncompressed. You may use any compatible unzip products. Free unzip products are available at [other Internet sites](#).

Figure 8: Retrieve Files page showing status of previous report requests

5. Select the file from the **Completed Requests** list.
6. Select **View on Screen** or **Download File**.
7. Click  . If **View on Screen** was selected, a multiple case report appears (**Figure 9**).

**FHA Connection**

Home Main Menu ID Maintenance E-mail Us Contact Us

Single Family FHA Single Family Servicing > Monthly Premiums > Retrieve Files

**Lender Notification** [Help Links ?](#)

**SUCCESS**

LENDER NOTIFICATION REQUEST SUCCESSFULLY COMPLETED

<i>Mtgee ID</i>	<i>Case Number</i>	<i>Notification Date</i>	<i>Notification Time</i>	<i>Reason Code</i>	<i>Servicer (Code1) or Payee (Code2)</i>
88888	011-1111111	04/06/2007	23:29:36	3	NOT AVAILABLE
88888	011-2222222	04/10/2007	04:32:25	2	AA HOME LENDING INC
88888	011-4444444	02/08/2007	18:52:16	2	HOME BANK LENDERS
88888	011-4444444	03/08/2007	22:03:05	1	HOME BANK LENDERS
88888	011-7777777	02/08/2007	18:52:16	2	HOME BANK LENDERS
88888	011-7777777	03/08/2007	22:03:05	1	HOME BANK LENDERS
88888	281-2222222	03/08/2007	22:03:05	1	HOME BANK LENDERS
88888	281-5555555	02/08/2007	18:52:16	2	HOME BANK LENDERS
88888	281-5555555	03/08/2007	22:03:05	1	HOME BANK LENDERS
88888	281-8888888	03/08/2007	22:03:05	1	ACME MORTGAGE GRP

Displaying cases 1 - 10 of 10 total cases.

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Figure 9: Lender Notification Report for multiple cases

**Note:** Use your browser's print feature to print the **Monthly Premiums** report file.

If you need assistance downloading the file, click [Help Links ?](#).