

Upfront Premium Case Information

Lenders use the FHA Connection **Upfront Premium Collection** menu options (**Figure 1**) to pay, monitor, and reconcile upfront mortgage insurance premium (UFMIP or MIP) payments. Lenders can view a history of upfront MIP payments made online, retrieve current upfront MIP payment information on requested cases, request refunds, and generate upfront MIP summary reports at the lender and branch level. In addition, lenders can access the message board from HUD's upfront premium collection system.

This **FHA Connection Guide** module provides training on accessing, viewing, and correcting upfront premium case information. Refer to the sections that follow for accessing instructions, followed by descriptions and illustrations of each **Upfront Premium Case Information** menu option.

- **Accessing Case Information**
- **Case Corrections**
- **Case History**
- **Case Master Summary**
- **Payment Details**
- **Refund Details**

Note: Find the **FHA Connection Guide** documentation for the other **Upfront Premium Collection** options as follows:

- **Upfront Premium Payments** provides training for submitting upfront MIP payments and viewing payment history as well as information regarding MIP payment research tools
- **Upfront Premium Reports** provides guidelines for retrieving lender and/or branch level information in various reports

The screenshot shows the FHA Connection website interface. At the top, there is a navigation bar with links: Home, Main Menu, ID Maintenance, E-mail Us, Contact Us, and Sign Off. Below this is a breadcrumb trail: Single Family FHA > Single Family Origination > Upfront Premium Collection. The main content area is titled 'Upfront Premium Collection' and contains a 'Message Board for Upfront Premium Collection' section with links: Pay Upfront Premium, Pay Premium, Pay Penalties Only, Payment History, and Request a Refund. Below this are three main menu sections: 'Upfront Premium Case Information' (with links: Case Corrections, Case History, Case Master Summary, Payment Details, Refund Details), 'Upfront Premium Reports' (with links: Penalties Due, Refinance Exceptions, Refunds Disbursed, Unendorsed Cases, Suspended Payments), and 'Payment/refund options discussed in the Upfront Premium Payments module' (with links: Pay Premium, Pay Penalties Only, Payment History, Request a Refund). Callout boxes highlight 'Case level options discussed in this FHA Connection Guide module' (pointing to Case Corrections, Case History, Case Master Summary, Payment Details, Refund Details), 'Report options discussed in the Upfront Premium Reports module' (pointing to Penalties Due, Refinance Exceptions, Refunds Disbursed, Unendorsed Cases, Suspended Payments), and 'Payment/refund options discussed in the Upfront Premium Payments module' (pointing to Pay Premium, Pay Penalties Only, Payment History, Request a Refund). The footer contains links: HSG/FHA Home Page | HUD Single Family Housing Page | HUD Multifamily Housing Page | HUDCLIPS | Lenders Information | Mortgagee Letters | HUD Single Family Housing Policy Handbook 4000.1

Figure 1: Upfront Premium Collection menu

Accessing Case Information

Case Information can be obtained between 7:00 a.m. and 9:00 p.m. ET, Monday through Friday, excluding holidays. The Federal Reserve holiday calendar is observed.

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** to access the **Upfront Premium Collection** menu (**Figure 1**).

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

2. Click the desired **Upfront Premium Collection** function. In this example, we selected **Case Master Summary**.
3. On the Case Master Summary Query page (**Figure 2**), type the desired case number in the **FHA Case Number** field.

Figure 2: Case Master Summary Query page

4. Click . The Case Master Summary Results page (**Figure 3**) appears, providing summary information for the specified case.

For assistance with procedural details and field definitions, click .

The Case Master Summary Results page provides a summary of the premium, late, and interest amounts paid, refunded, and debited for the case and, when applicable, refinance information. Due to their importance related to endorsement, note the highlighted information in the **Prem available for endorsement** field and the **Penalties Due** fields.

Use the print capability of your Internet browser to print the Case Master Summary Results page. For best results, set your printer orientation to "landscape" before printing.

FHA Connection Home Main Menu ID Maintenance E-mail Us Contact Us

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

Click for additional information about Upfront Premiums

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

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
--------------	---------	------------------	---------

Suspended

Premium:	\$- 0.00	Late:	\$ 0.00	Interest:	\$ 0.00	Total:	\$ 0.00
----------	----------	-------	---------	-----------	---------	--------	---------

Prem available for endorsement: \$ 2,121.87

[New Request](#)

Figure 3: Case Master Summary Results page

Case Corrections

Case Corrections is used to make corrections to case information submitted with an upfront MIP payment. After a payment is made, a correction via **Case Corrections** cannot be processed until the next business day. The following information can be corrected using **Case Corrections**:

- New FHA Case Number
- Old FHA Case Number (prior case being refinanced)
- Closing Date
- Mortgagee ID

Case Corrections can also be used to change a purchase case to a refinance case by providing the old FHA case number. To change a refinance case to a purchase case, contact HUD's Single Family Insurance Operations Division (SFIOD) at: Lender_Assistance@hud.gov.

Authorized lender employees select **Case Corrections** on the **Upfront Premium Collection** menu (**Figure 1**) and provide the case number to display existing case information on the Case Corrections page (**Figure 4**). This page is used to review previously established case information and to enter correct information where applicable.

	Existing Information	Enter Correct Information
Old FHA Case No.:	102-3216549	<input type="text"/> - <input type="text"/>
Closing Date:	10/18/2006	<input type="text"/> / <input type="text"/> / <input type="text"/>
Mortgagee ID:	8023045678	80230 <input type="text"/>
New FHA Case No.:	102-9876543	<input type="text"/> - <input type="text"/>

Buttons: [Send](#) [Reset](#) [New Request](#)

Figure 4: Case Corrections page

After clicking [Send](#), review the correction(s) on the Case Corrections Verification page. If any changes are needed, click [< Go Back and Edit](#) to return to the Case Corrections page and edit the information. If the information is correct as entered, click [Send](#). The Case Corrections Results page appears indicating whether the correction was successful.

Keep the following in mind when making corrections to the indicated information. An error message is returned if a submitted correction is not compliant with one or more of these rules.

New FHA Case Number:

- The new case number (entered as the correction):
 - must exist in HUD's Computerized Homes Underwriting Management System (CHUMS/F17), which is HUD's system for processing cases for FHA insurance. To determine this, use **Case Query** on the FHA Connection's **Case Processing** menu.
 - and,
 - must not have an upfront MIP payment on record in HUD's Single Family Premium Collection Subsystem - Upfront (SFPCS-U/A80R). To determine this, use **Case Master Summary** on the FHA Connection's **Upfront Premium Collection** menu; no case information should be found.
- The existing case number (the one being corrected):
 - cannot have a payment on suspense, except for an invalid case number and/or,
 - cannot have an upfront MIP refund or adjustmentTo determine this, use **Case Master Summary** on the FHA Connection's **Upfront Premium Collection** menu.

Old FHA Case Number: This is the case number of a prior FHA-insured mortgage for the same property. The old case number can be corrected if the original pairing of the old and new case numbers was invalid on a previous upfront MIP payment.

Closing Date (Disbursement Date): The closing date (for a new purchase) or disbursement date (for an FHA-to-FHA refinance case) cannot be a future date and cannot be later than the received date of the first payment (that has not been refunded or debited).

Note: Correcting the closing (disbursement) date on record for the payment automatically corrects the closing (disbursement) date entered on the Insurance Application form on the FHA Connection, if there is a discrepancy in the dates.

Mortgagee ID: The mortgagee ID can only be changed to the ID of a branch office of the same lending institution. The mortgagee ID must be a valid 10-digit identifier in HUD's system of record for FHA-approved lending institutions, the Institution Master File (IMF/F51).

Case History

Select **Case History** on the **Upfront Premium Collection** menu and enter a case number to display 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.

FHA Connection

Home Main Menu ID Maintenance E-mail Us Contact Us

Single Family FHA Single Family Origination > Upfront Premium Collection > Case History >

Case History Result [Help Link](#)

FHA case number: 321-1234567

Event #	Date	Time	System	Description
1	1/3/2006	1:13:41 AM	SYSTEM	Received remittance payment
Mortgagee: 8881234567 Schedule: 28063 Closing: 12/30/2005 Received: 1/3/2006 Deposited: 1/4/2006 SFPCS: 1/3/2006 Total pmt Premium Late Interest Late assd Interest assd \$2,310.08 \$2,310.08 \$0.00 \$0.00 \$0.00 \$0.00				
2	1/3/2006	1:13:41 AM	SYSTEM	Premium endorsement report sent
4 PER was sent to mortgagee ID: 8881234567 PER was sent using: EDI				
3	1/19/2006	2:44:15 PM	CHUMS	Case correction
Old values: Mortgagee Closing Refi case Refi authorization 12/30/2005 New values: 12/29/2005				
4	1/19/2006	2:44:15 PM	CHUMS	Premium endorsement report sent
4 PER was sent to mortgagee ID: 8881234567 PER was sent using: EDI				
5	2/23/2006	5:14:03 PM	CHUMS	Endorsed
CHUMS sent endorsement to SFPCS on 2/22/2006 Premiums Remitted premium: \$2,310.08 Premium on case at endorsement: \$2,310.08 Suspended premium: \$0.00 Refinance credit: \$0.00 Total premium needed to endorse: \$2,310.07 Total: \$2,310.08 Excess: \$0.01				
6	2/23/2006	12:51:26 AM	SYSTEM	Payment reconciled at endorsement
This case has been reconciled. Check for possible refunds which have been created based on excess.				

[New Request](#)

Figure 5: Case History Result page

Case Master Summary

Select **Case Master Summary** on the **Upfront Premium Collection** menu and enter a case number to obtain a summary of upfront MIP payment information at the case level. The Case Master Summary Results page (**Figure 6**) displays case specifics such as **Case status**, **Mortgagee ID**, **Closing date**, and **Endorsement date** (if applicable). Payment information is summarized to show premium, late, and interest paid and, when applicable, refunded on the case. Refinance case identification and credit amounts are also included when applicable. The summary concludes with the amount of premium available toward endorsement of the case.

FHA Connection | Home | Main Menu | ID Maintenance | E-mail Us | Contact Us

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

Case Master Summary Results [Help Link](#) ?

FHA Case Number: 321-1234567
 Borrower Name: MACARTNEY, WHITNEY M

CASE INFORMATION	
Case status:	ENDORSABLE
Mortgagee ID:	8881234567
Closing date:	12/29/2005
Endorsement date:	
Last PER date:	7/6/2007

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

PAYMENT SUMMARY

Premium	Late	Interest	Total
Paid: \$ 2,3100.08	Paid: \$ 0.00	Paid: \$ 0.00	Paid: \$ 2,3100.08
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: \$ 2,3100.08	Net late: \$ 0.00	Net interest: \$ 0.00	Net total: \$ 2,3100.08

Refinance

Refi credit:	Penalties Assessed/Adjusted
\$ 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
-------	---------	-----------	---------

Case is not endorsable until penalties are paid.

Suspended

Premium:	\$- 0.00	Late:	\$ 0.00	Interest:	\$ 0.00	Total:	\$ 0.00
----------	----------	-------	---------	-----------	---------	--------	---------

Prem available for endorsement: \$ 2,310.08

[New Request](#)

Figure 6: Case Master Summary Results page

Payment Details

Select **Payment Details** on the **Upfront Premium Collection** menu and enter a case number to obtain information about each payment received for a specific case. The Payment Details Results page (**Figure 7**) includes the date each 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**.

FHA Connection

Home | Main Menu | ID Maintenance | E-mail Us | Contact Us

Single Family FHA | Single Family Origination > Upfront Premium Collection > Payment Details >

Payment Details Results [Help Link ?](#)

FHA Case No: 321-1234567

Payment 1 of 1

Schedule no: 28063 Closing date: 12/29/2005
 Received date: 1/3/2006 Source: PNC
 Deposit date: 1/4/2006 Mortgagee ID: 8881234567
 Process date: 1/3/2006 HOME LOANS INC

REMITTED	CURRENT	ASSESSED
Premium: \$ 2,310.08	Premium: \$ 2,310.08	
Late: \$ 0.00	Late: \$ 0.00	Late: \$ 0.00
Interest: \$ 0.00	Interest: \$ 0.00	Interest: \$ 0.00
\$ 2,310.08	\$ 2,310.08	

[See history for details](#)

[New Request](#)

Figure 7: Payment Details Results page

Refund Details

Select **Refund Details** on the **Upfront Premium Collection** menu and enter a case number to obtain information about each upfront premium refund on a specific case. The details for each refund include: reason, status, date created, date disbursed, and address to which it was sent.

FHA Connection

Home | Main Menu | ID Maintenance | E-mail Us | Contact Us | Sign Off

Welcome

Single Family FHA | Single Family Origination > Upfront Premium Collection > Refund Details

Refund Details Result [Help Links ?](#)

FHA Case Number: 043-1234567

refund 1 of 1

<i>Requesting mortgagee ID:</i>	2222200002	<i>Mortgagee name:</i>	ABC EQUITY MORTGAGE LLC
<i>Reason for refund:</i>	R02-Endors excess	<i>Refund status:</i>	Request has been authorized
<i>Created date:</i>	08/04/2015	<i>Created by:</i>	SYSTEM
<i>Disbursed date:</i>	08/25/2015	<i>Authorized by:</i>	SYSTEM
<i>Voucher no:</i>	PC00123456		

Refund Amounts

Total	Premium	Late	Interest
\$65.63	\$65.63	\$0.00	\$0.00

The above refund was authorized for disbursement to:

ABC EQUITY MORTGAGE LLC
 PRESIDENT
 1234 MAIN ST
 ROSEVILLE , CA 956615920

[See history for details](#)

[New Request](#)

Figure 8: Refund Details Result page