

Monthly Premium Payments

Lenders and authorized service bureaus use the FHA Connection **Monthly Premiums** menu options (**Figure 1**) to pay and monitor periodic (monthly) mortgage insurance premium payments. Options include: viewing a history of monthly premium payments, viewing and updating case payment information, submitting case payments, and generating 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 focuses on paying monthly premiums. The following sections describe and provide training for the monthly premium online payment process, as well as tracking both online and CPU to CPU batch file payments:

- **Overview of Monthly Mortgage Insurance Premiums**
- **Monthly Premiums Payment Options**
- **Processing Monthly Mortgage Insurance Premium Payments**
 - **Accessing Monthly Premiums**
 - **Viewing and Updating Payments**
 - **Adding Cases to a Payment**
 - **Downloading Payment Information**
 - **Submitting Payment Information**
 - **Tracking Payment Information**
- **Viewing Batch File Transmissions**

Note: The **FHA Connection Guide, Monthly Premium Reports** module, provides guidelines for using other **Monthly Premiums** options to retrieve electronic report files pertaining to monthly premium case transactions.

The screenshot shows the FHA Connection website interface for the Monthly Premiums section. The page has a navigation bar with links for Home, Main Menu, ID Maintenance, E-mail Us, and Contact Us. Below the navigation bar, there is a breadcrumb trail: Single Family FHA > Single Family Servicing > Monthly Premiums. A yellow callout box points to a 'Click for additional information about Monthly Premiums' link. The main content area is titled 'Monthly Premiums' and includes a 'Help Links' button with a question mark. The page is divided into two main sections: 'Pay Periodic (Monthly) Premium' and 'Monthly Premium Report Files'. The 'Pay Periodic' section contains links for 'Update or View Payment', 'Add Cases to Payment', 'Submit Payment', 'View Payment History', and 'View Batch File Transmissions'. A yellow callout box points to these links, stating 'Payment options discussed in this FHA Connection Guide module'. The 'Monthly Premium Report Files' section is divided into 'Request a Report' (Portfolio, Lender Notification, Case Detail) and 'Get a Report' (Retrieve Files, View Schedule of Pregenerated Files). A yellow callout box points to the 'Retrieve Files' section, stating 'Report options discussed in the Monthly Premium Reports module'. The footer contains links for HSG/FHA Home Page, HUD Single Family Housing Page, HUD Multifamily Housing Page, HUDCLIPS, Lenders Information, and Mortgage Letters.

Figure 1: Monthly Premiums page

General information about **Monthly Premiums** and assistance in retrieving information and paying monthly payments 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 Mortgage Insurance Premiums

Periodic (monthly) mortgage insurance premiums are collected for all Risk-based and Section 530 cases requiring monthly premium. This includes billed cases and non-billed (e.g., nonendorsed) cases. Monthly premiums are due the 1st of the month following billing; however, lenders are given a grace period until the 10th of the month. Currently, a four percent (4%) late charge is assessed on any current premium owed that is unpaid by the 11th day of the month (i.e., premium billed in the prior month and due the first of the month) and any premium outstanding at the time of billing as a result of removing money from the case (e.g., refund, reallocation, or debit voucher). For information regarding monthly mortgage insurance premiums, see the **Single Family Premium Collection Subsystem-Periodic Information Packet** located at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/comp/premiums/sfpcsp5.

Monthly Premiums Payment Options

All periodic (monthly) mortgage insurance premium payments are sent electronically to HUD, either through the Internet using the FHA Connection or through CPU to CPU batch file transmissions, and processed using HUD's automated collection service. This collection service processes a payment electronically (electronic funds transfer or EFT) through the Automated Clearing House (ACH) using a business checking account or general ledger account debit. The Federal Reserve Bank of Cleveland, the ACH agent for the U.S. Department of the Treasury, is used for the ACH debit.

In order to pay monthly premium, the lender must set up an active banking cash flow account for *Single Family Periodic* to be used by the automated collection service for withdrawing funds. This cash flow account setup also includes the lender's primary and secondary contacts who will receive an automated e-mail with the status of each payment that is submitted. See the **FHA Connection Guide** module, **Cash Flow Account Setup**, to set up a cash flow account.

Note: If the lender's account has insufficient funds at the time of payment, the payment is given a failed status. **HUD does not re-present the payment for collection the next day.**

Pay Periodic (Monthly) Premium options, located on the **Monthly Premiums** menu (**Figure 1**), enable authorized users to make monthly premium payments online via the FHA Connection. Payments can be submitted on business days between the hours of 8:00 a.m. to 8:00 p.m. ET. However, only payments submitted and received before 8:00 p.m. ET are processed that day. Payments received after 8:00 p.m. ET have a "received date" of the next business day (the Federal Reserve holiday calendar is observed). Penalties are assessed based on the received date. A payment cannot be warehoused. More than one payment can be submitted per day.

Pay Periodic (Monthly) Premium options on the FHA Connection include:

- **Update or View Payment**
- **Add Cases to Payment**
- **Submit Payment**
- **View Payment History**
- **View Batch File Transmissions**

For more information on batch file transmissions, see the **Monthly (Periodic) Mortgage Insurance Premium Batch Payment Processing Instructions for CPU to CPU Transmissions** located at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/comp/premiums/sfbchinp.

Update or View Payment

For lenders with 3,000 or less cases in their portfolio, the **Update or View Payment** option retrieves a list of cases serviced by the lender that were billed for monthly mortgage insurance premium and provides the amount of premium billed, owed, and paid for each case for the current billing period. Cases may be selected/deselected for payment and amounts can be updated as needed. If cases are added using **Add**

Cases to Payment (described below), they are included in this list. Payment details can also be downloaded to a Microsoft® Excel® file. The list of cases remains available until the next billing period, when it is replaced by a new list of billed cases (i.e., billing information is available on or about the 17th day of each month).

Lenders with portfolios of more than 3,000 cases are *not* provided with a list of billed cases via **Update or View Payment**; however, these high volume lenders can continue to use the **Monthly Premiums Billing** report file for a list of their billed cases (payment for these cases can be made by transmitting a batch file to HUD, CPU to CPU). If a high volume lender chooses to use **Add Cases to Payment** (described below) to pay certain cases online, these added case payments may be viewed and updated using **Update or View Payment**.

Add Cases to a Payment

This option is used by lenders with 3,000 or less cases in their portfolio to add cases and the corresponding payment amounts that are missing from the lender's list provided by **Update or View Payment** (i.e., cases not included in the **Billing** report file). Examples of cases that may not be listed on the lender's bill include: a nonendorsed case for which amortization has begun, or an endorsed case that was transferred to the lender's portfolio *after* the bill was created on or about the 15th of the month.

Note: A lender with 3,000 or less cases in their portfolio cannot *add* a case that already exists on the **Update or View Payment** list (i.e., a case in the current **Billing** report file); this generates a "duplicate payment error". Only cases new to their portfolio may be added using **Add Cases to Payment**. To pay on a billed case, the lender must use **Update or View Payment** and adjust the payment as needed.

High volume lenders (lenders with more than 3,000 cases) and service bureaus can also use the **Add Cases to Payment** option to specify cases to be paid online via the FHA Connection, including cases currently in their portfolio. The cases and their payment information added using this option can be viewed and updated prior to submitting the payment by using **Update or View Payment**.

Submit Payment


Once all updates/corrections are made using the **Update or View Payment** and/or **Add Cases to Payment** options, **Submit Payment** is used to send the detailed case payment information to HUD for payment processing. A HUD tracking ID and payment receipt is provided and can be printed for future reference if needed. Payment details can also be downloaded into a Microsoft® Excel® file.

View Payment History

View Payment History is used to view a list of the lender's monthly mortgage insurance premium payments, including the status and tracking IDs of each payment. Payment information for both online and CPU to CPU batch file payments may be obtained using this option.

View Batch File Transmissions

This option is used by lenders and service bureaus that choose to submit payments via CPU to CPU batch file transmissions to view a list of batch periodic payment files sent within the past 30 days. The status of each payment file (*Accepted* or *Rejected*) is provided, along with other information helpful in troubleshooting any payment files rejected by HUD.

For more information about **Pay Periodic (Monthly) Premium** options, click **Help Links**  in the upper right portion of any of the **Monthly Premiums** pages (e.g., **Figure 2**). Select the desired topic.

Processing Monthly Mortgage Insurance Premium Payments

The instructions that follow illustrate how to:

- obtain authorization and access to **Monthly Premiums** payment functions
- view and update payment information
- add cases for payment
- download payment information
- submit payments to HUD for processing
- track payment information

Accessing Monthly Premiums

To sign on to the FHA Connection and access **Monthly Premiums**, you must first be:

- an authorized employee of an FHA-approved lender or service bureau,
- registered to use the FHA Connection, and
- authorized to access **Monthly Premiums** functions.

If you do not have an FHA Connection user ID, see the **FHA Connection Guide** module, **FHA Connection Registration Procedures**, for instructions on how to apply for and receive a user ID.

If you already have a user ID but are unable to access the **Monthly Premiums** options that you need to use, contact your Application Coordinator to request authorization to the required **Monthly Premiums** options, e.g., *Update or View Payment, Submit Payment, Portfolio*.

Note: Lenders using a service bureau to submit monthly premium payments must authorize the service bureau to use the payment functions before *service bureau* Application Coordinators can authorize their organization's users. A *lender's* Application Coordinator must have at least **Portfolio** authorization within **Monthly Premiums** in order to grant **Monthly Premiums** authorizations to their service bureau. See the **FHA Connection Guide** module, **Service Bureau Administration**, for more information.

To access 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.

Viewing and Updating Payments

Use the **Update or View Payment** function to select (or deselect) cases for payment and enter or update amounts to be paid.

1. Access **Monthly Premiums** as outlined in the previous section.
2. On the Monthly Premiums page, click the **Update or View Payment** option. The Update or View Payment Selection page appears (**Figure 3**).

Note: For service bureaus authorized by multiple lenders to pay monthly mortgage insurance premiums, the Update or View Payment Request page appears (**Figure 2**). A service bureau user must first select the specific lender from the **Mortgagee** drop-down list before progressing to the Update or View Payment Selection page (**Figure 3**).

Figure 2: Update or View Payment Request page used by service bureau users

FHA Connection

Home Main Menu ID Maintenance E-mail Us Contact Us

Single Family FHA Single Family Servicing > Monthly Premiums > Update or View Payment

Update or View Payment Selection Help Links ?

Mortgagee: 54321 - LENDING INSTITUTION CO.
Due Date: 07/01/2007

Enter criteria to update or view payment

Sort order:

FHA Case Number or Loan Number

Ascending or Descending

Use these options to specify how the list is to be sorted

Starting at (optional):

FHA Case Number [] - []

Loan Number []

Optionally, enter a full or partial case number or loan number to specify where the displayed list should begin

Select cases for payment:

All cases selected

No cases selected **Warning: Cases previously selected will be deselected**

Maintain previously entered selections

Click the option to select cases for payment. If you previously made specific selections and want to retain those selected cases, use the default, *Maintain previously entered selections*

Set amount to pay:

Set to amount owed

Set to amount billed

Set to \$0.00

Maintain previously entered amounts

Use these options to globally set the amount to be paid. If you previously entered specific amounts and would like to retain those amounts, use the default, *Maintain previously entered amounts*

Send **Reset**

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HUD Multifamily Housing Page | HUDCLIPS | Lenders Information | Mortgagee Letters

Figure 3: Update or View Payment Selection page

The Update or View Payment Selection page is used to specify how you want the case list to be displayed and to either globally indicate cases for payment and/or payment amounts or keep previously made selections and/or amounts.

Note: Selection criteria does *not* limit the size of the case list displayed. It allows you to change how it is viewed or the starting point of the list.

3. Keep the default sort order for your list of cases (in order by case number in ascending order) or change using the options in the **Sort order** box.
4. Optionally, enter the whole or partial case number or loan number (assigned by the lender) to begin your list of cases at a particular case or loan number.

Note: All cases are retrieved and displayed. Cases coming before your specified number are displayed on prior pages and you can go back and forth through the list to see all of the cases.

5. The **Select cases for payment** box allows you to indicate a global selection (or non-selection) for all cases in your list (**Figure 3**). Options include:
 - **All cases selected:** All cases on your payment list are selected for payment. Once the list is displayed (**Figure 4**), you may deselect cases as needed.
 - **No cases selected:** No cases on your payment list are selected for payment. Once the list is displayed (**Figure 4**), you may select cases as needed.
 - **Maintain previously entered selections:** All previous case selection/deselection changes for the current billing period are retained and displayed. **This default option is recommended after making changes to the case payment list.**


Important Note: After you have made changes by selecting or deselecting cases for payment on the case payment list, those changes will be overridden if you select **All cases selected** or **No cases selected** on the Update or View Payment Selection page. You must select **Maintain previously entered selections** to view the list and *retain your changes until the next billing report is run or this payment is processed*.

6. The **Set amount to pay** box allows you to globally indicate a payment amount for all cases in your list (**Figure 3**). Once the list is displayed, all payment amounts can be manually updated as needed (**Figure 4**). Options include:

- **Set to amount owed:** Payment amount for each case in the payment list will be set to the current amount owed on the case for the current period based on billed amount less any payments made during that period.

Note: Amount owed does *not* include any refunds, adjustments, or reallocation transactions that may have taken place *after* the bill was run for the current billing period.

- **Set to amount billed:** Payment amount for each case in the payment list will be set to the amount billed for that period as shown on the **Monthly Premiums Billing** file.
- **Set to \$0.00:** Payment amount for each case in the payment list will be set to zero (\$0.00).
Important Note: Payment amounts previously entered for the current billing period cannot be restored if this option is selected.
- **Maintain previously entered amounts:** Previously listed or manually entered amounts are retained. This is the default setting.

7. Click . The Update or View Payment page appears (**Figure 4**). Cases are displayed in groups of 25.
8. You may select/deselect cases by clicking the corresponding **Select** box, and/or change the amount listed in the **Amount to Pay** box (**Figure 4**).
9. When viewing and editing the case payment information, if you want to:
 - undo the changes you have made on the page you are currently viewing, click **Reset**,
 - save the changes on the page you are currently viewing and go to the next page, click **Next**,
 - save the changes on the page you are currently viewing and go to the previous page, click **Prior**,
 - save the changes on the page you are currently viewing and download the payment information or end your editing session, click **Save and Exit**. The Update or View Payment Results page appears (**Figure 5**) if processing is successful.

Note: Once you have made edits and moved to a new page, you *cannot* restore/reset the case payment information back to what it was previously (you are *not* able to undo your changes). All information must be manually updated on the page after the changes are saved.

10. You may go back and edit the case payment list until the payment is processed or the next billing occurs, i.e., on or about the 15th of the month. When billing occurs, the case payment list is replaced with the new list of billed cases for lenders with 3,000 or less cases. For high volume lenders, any cases added for the current billing period are removed from the **Update or View Payment** list.

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

Single Family FHA Single Family Servicing > Monthly Premiums > Update or View Payment

Update or View Payment Help Links ?

Select (box is checked) or deselect (box is unchecked) the cases to be included for payment

Mortgagee: _____
 Date Due: 07/01/2007
 Sorted by: Case Number Ascending Displaying cases 326 - 330 of 330 total cases

Select	FHA Case Number	Loan Number (optional)	Amount Billed	Amount Paid	Amount Owed	Amount to Pay
<input checked="" type="checkbox"/>	571-1234567	123456	\$3.08	\$0.00	\$3.08	3.08
<input checked="" type="checkbox"/>	571-2345678		\$5.72	\$0.00	\$5.72	5.72
<input checked="" type="checkbox"/>	571-3456789	9876ABC	\$5.70	\$0.00	\$5.70	11.40
<input type="checkbox"/>	777-7777777		\$0.00	\$0.00	\$0.00	0.00
<input type="checkbox"/>	888-8888888		\$0.00	\$0.00	\$0.00	0.00

Total cases selected: 260 Total payment amount: 2,400.55

Reset < Prior Next > Save and Exit

For all selected cases, review and change the payment amount as needed. Do not enter dollar signs or commas but periods are required.

Click Reset to undo edits made on this page

Click to save edits and exit the page

Click Prior or Next to save edits made on this page and go to the previous or next page

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Figure 4: Update or View Payment page

The screenshot shows the 'Update or View Payment Results' page on the FHA Connection website. At the top, there is a red navigation banner with 'Single Family FHA' and 'Single Family Servicing > Monthly Premiums > Update or View Payment'. Below this is a blue header with 'Update or View Payment Results' and a 'Help Links' button. The main content area displays mortgage information: 'Mortgagee: 54321 - LENDING INSTITUTION CO.' and 'Due Date: 07/01/2007'. Below this, it shows 'Number of cases selected: 260' and 'Total payment amount: 2,400.55'. There are two buttons: 'New Request' and 'Download Payment Details'. A red banner at the bottom of the main content area says 'Message Board Friday October 06, 2006'. At the very bottom, there is a blue footer with several links: 'HSG/FHA Home Page | HUD Single Family Housing Page | HUD Multifamily Housing Page | HUDCLIPS | Lenders Information | Mortgagee Letters'. Three callout boxes are present: one pointing to the top navigation banner, one pointing to the 'New Request' button, and one pointing to the 'Download Payment Details' button.

Figure 5: Update or View Payment Results page

11. Upon reviewing the information on the Update or View Payment Results page, you may:
- request to view another case payment list by clicking **New Request**,
 - download the current case payment list to a Microsoft[®] Excel[®] file by clicking **Download Payment Details** (see *Downloading a File*), or
 - exit the page by selecting one of the links in the red banner (“breadcrumb trail”) at the top of the page.

Adding Cases to a Payment

The **Add Cases to Payment** option is used by all lenders (and service bureaus), regardless of portfolio size, to specify additional cases for payment. Added cases will also be included in the Microsoft[®] Excel[®] download file also available to the lender (or service bureau).

Added cases that are not in the lender’s portfolio according to HUD’s records are transferred to the lender’s portfolio once the payment is processed. If multiple lenders make a payment on the same case, the servicer on record for the case is changed to the lender (servicer) who submits the last payment on the case before the bill is generated on the 15th of the month.

To add cases to a payment:

1. Access **Monthly Premiums** as previously outlined.
2. On the Monthly Premiums page, click **Add Cases to Payment**. The Add Cases to Payment page appears (**Figure 6**).

Note: For service bureaus authorized by multiple lenders to pay monthly premiums, the Add Cases to Payment Request page appears (similar to **Figure 2**) to select the desired lender before progressing to the Add Cases to Payment page (**Figure 6**).

3. Enter the FHA case number, loan number (optional), and payment amount for each case added. You may add up to 10 cases at a time. The payment amount can also be added/updated later using **Update or View Payment** prior to submitting the payment.

Add Cases to Payment Help Links ?

Mortgage: 12345 **Enter case information to be added**

Date Due: 07/01/2007

	FHA Case Number	Loan Number (optional)	Amount to Pay
1	123 - 4567890	ABC12	12.34
2			
3			
4			
5			
6			
7			
8			
9			
10			

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[HUD Multifamily Housing Page](#) | [HUDCLIPS](#) | [Lenders Information](#) | [Mortgagee Letters](#)

Figure 6: Add Cases to Payment page

4. Click . The Add Cases to Payment Results page appears if processing is successful.
5. Upon successful submission of added cases, they are included in the case list using the **Update or View Payment** option and are marked as selected for payment (Figure 7).

Update or View Payment Help Links ?

Mortgage: 12345

Date Due: 07/01/2007

Sorted by: Case Number

Select	FHA Case Number	Loan Number (optional)	Amount Billed	Amount Paid	Amount Owed	Amount to Pay
<input checked="" type="checkbox"/>	123-4567890	ABC12	ADDED	\$0.00	ADDED	12.34
<input checked="" type="checkbox"/>	111-1111111		\$0.00	\$0.00	\$0.00	0.00

Figure 7: Update or View Payment page displaying user-added case

Downloading Payment Information

Payment information can be downloaded to a Microsoft® Excel® spreadsheet file either before or after a payment is submitted. The download capability is available on the following pages:

- Update or View Payment Results (before payment) (**Figure 5**)
- Submit Payment Results (immediately after payment) (**Figure 9**)
- Payment History List (after payment when viewing the history list) (**Figure 11**)

A file downloaded from the Submit Payment Results page immediately following payment is the same as the file available for download on the Payment History List page. Only payments (files) generated within the *current billing period* are available for downloading.

To download a payment information file:

1. Click **Download Payment Details** (or **Download**) on any of the above pages.
2. Choose **Save**. The Save as window appears. If necessary, navigate to the folder in which the file is to be located, then click **Save**.
3. To view, open the file in Excel®. Make any necessary column width adjustments and formatting changes.

Submitting Payment Information

Cases selected for payment can be paid at any time during the current billing period using the **Submit Payment** option.

To submit a payment:

1. Access **Monthly Premiums** as previously outlined.
2. On the Monthly Premiums page, click **Submit Payment**. The Submit Payment Summary page appears (**Figure 8**).

Note: For service bureaus authorized by multiple lenders to pay monthly mortgage insurance premiums, the Submit Payment Request page appears (similar to **Figure 2**) to select the desired lender before progressing to the Submit Payment Summary page (**Figure 8**).

FHA Connection

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Single Family FHA | Single Family Servicing > Monthly Premiums > Submit Payment

Submit Payment Summary [Help Links ?](#)

1. **Submit Payment Summary >>** 2. Submit Payment >> 3. Submit Payment Results

Mortgagee: 54321 LENDING INSTITUTION CO.

Total Payment Amount: \$ 344,962.00

Number of Cases Selected: 329


Withdraw Funds from Account Ending with Digits: **3333

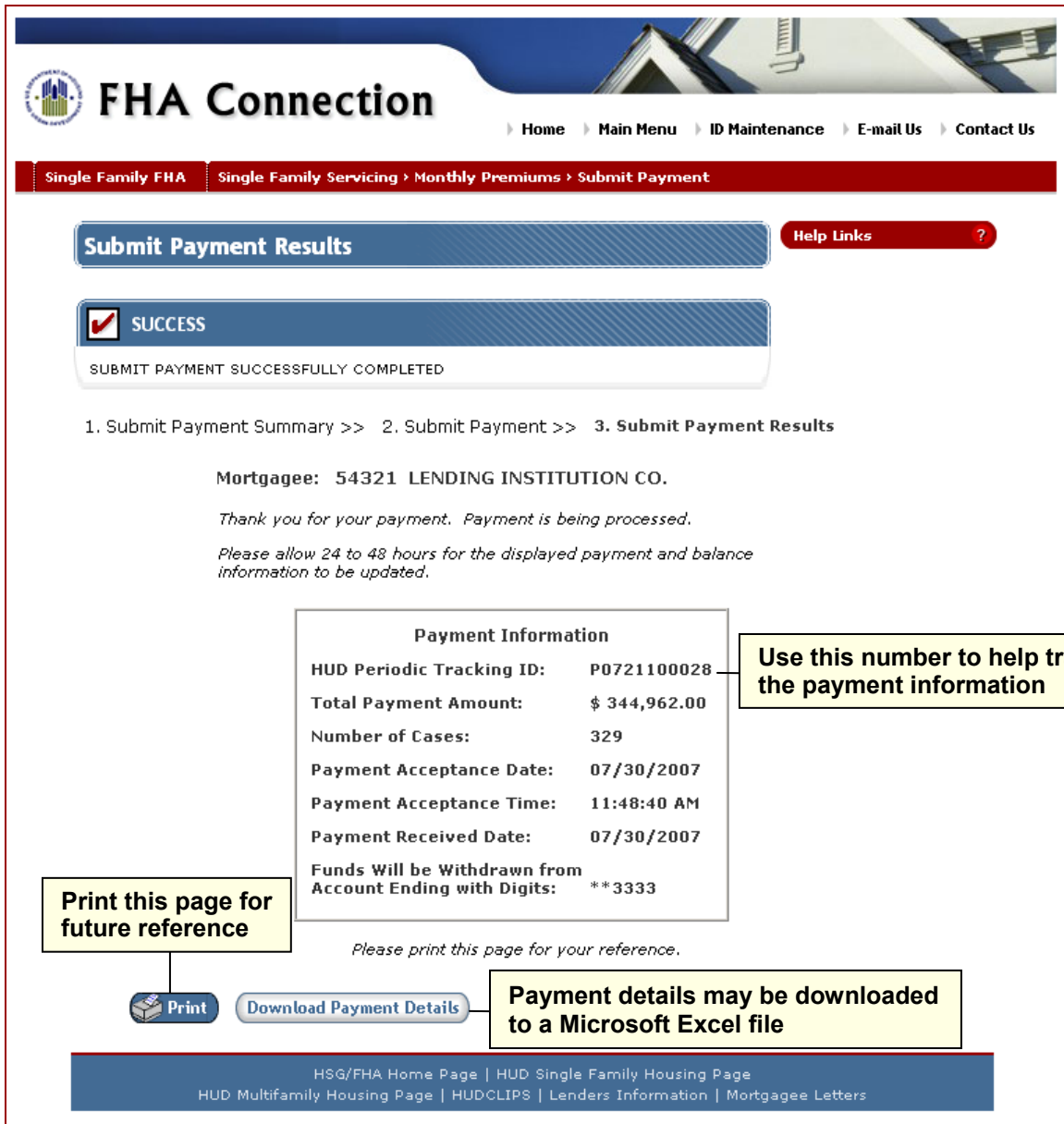
[Send](#)

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HUD Multifamily Housing Page | HUDCLIPS | Lenders Information | Mortgage Letters

Figure 8: Submit Payment Summary page

- Review the payment information on the Submit Payment Summary page and click . If there are no errors, the payment information is submitted for processing and the Submit Payment Results page displays with payment summary information (**Figure 9**). You may print this page for future reference.



FHA Connection

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Single Family FHA Single Family Servicing > Monthly Premiums > Submit Payment

Submit Payment Results [Help Links ?](#)

SUCCESS

SUBMIT PAYMENT SUCCESSFULLY COMPLETED

1. Submit Payment Summary >> 2. Submit Payment >> 3. **Submit Payment Results**

Mortgagee: 54321 LENDING INSTITUTION CO.

Thank you for your payment. Payment is being processed.

Please allow 24 to 48 hours for the displayed payment and balance information to be updated.

Payment Information	
HUD Periodic Tracking ID:	P0721100028
Total Payment Amount:	\$ 344,962.00
Number of Cases:	329
Payment Acceptance Date:	07/30/2007
Payment Acceptance Time:	11:48:40 AM
Payment Received Date:	07/30/2007
Funds Will be Withdrawn from Account Ending with Digits:	**3333

Please print this page for your reference.

[Print](#) [Download Payment Details](#)

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Figure 9: Submit Payment Results page

- Click **Download Payment Details** to download the payment information into a Microsoft[®] Excel[®] file (see **Downloading Payment Information**).

Note: Once a HUD Periodic Tracking ID is issued for a payment, cases selected for payment are deselected and the **Amount to Pay** for the cases is set to \$0.00; however, the **Amount to Pay** is retained for cases not selected for payment.

When a payment is processed or there is a subsequent failure of a payment, e-mail notifications are sent to the primary and alternate contacts specified in the *Single Family Periodic* cash flow account set up in **Cash Flow Account Setup**. If a problem occurs in the processing of a batch payment transmittal, an email is sent to the technical contact specified in the Periodic Pay.gov Batch Transmission Signup Sheet.

Tracking Payment Information

After submitting either an online payment or CPU to CPU batch file payment, use **View Payment History** to track the payment status.

To track submitted payments:

1. Access **Monthly Premiums** as previously outlined.
2. On the Monthly Premiums page, click **View Payment History**. The Payment History Request page appears (**Figure 10**).

Note: For service bureaus authorized by multiple lenders to pay monthly mortgage insurance premiums, the Payment History Request page provides a drop-down selection list to select the desired lender.

Figure 10: Payment History Request page

3. Enter the date range within which the payment information was received by HUD in **Payment Received Date**.
4. Click **Send**. If there are no errors, the payment information is retrieved (**Figure 11**).

FHA Connection

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Single Family FHA Single Family Servicing > Monthly Premiums > Payment History

Payment History List [Help Links ?](#)

Mortgagee: 54321 LENDING INSTITUTION CO.
Payment Received Date from 07/01/2007 to 08/24/2007

Click to download the payment detail information

Payment Received Date	Amount	Total Cases	HUD Periodic Tracking ID	Pay.gov Tracking ID	Acceptance Date/Time	Status	Online Payment Detail
08/06/2007	\$430.00	0043	P0721800014	3F0B7RTN	08/06/2007 07:48:25 PM	In Process	Download
08/03/2007	\$94.42	0003	P0721500169	3F0B7RMH	08/03/2007 06:11:59 PM	Settled	Download
08/01/2007	\$519,987.17	8151	P0721300028	3F0B7RND	08/01/2007 11:48:40 PM	Settled	CPU Customer
07/06/2007	\$103.62	0005	P0718700028	3F0B7RHD	07/06/2007 06:05:01 PM	Settled	Not Available

Displaying payments 1 - 4 of 4 total payments.

[New Request](#)

Message Board Friday October 06, 2006

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HUD Multifamily Housing Page | HUDCLIPS | Lenders Information | Mortgagee Letters

Figure 11: Payment History List page

- To download the payment detail information for one of the listed payments, click **Download** in the **Online Payment Detail** field (see **Downloading Payment Information**).

Viewing Batch File Transmissions

This option is used to view a list of batch monthly premium payment files sent via CPU to CPU within the past 30 days. The batch file information includes any files that were rejected by HUD due to file edits (e.g., record counts and control totals) and the reason for the rejection.

To view batch file payments:

- Access **Monthly Premiums** as previously outlined.
- On the Monthly Premiums page, click **View Batch File Transmissions**. The Batch File Transmissions page appears (**Figure 12**).

Note: For service bureaus, the retrieved list includes batch payment files for all lenders for which payments were submitted within the past 30 days. If a batch file was received from a service bureau containing records of multiple lenders and not all of the records were accepted by HUD, the **File Status** is *Partially Accepted*.

- If more than one page is available, use **Next** or **Prior** at the bottom of the page to display the desired page.

FHA Connection

Home Main Menu ID Maintenance E-mail Us Contact Us

Single Family FHA Single Family Servicing > Monthly Premiums > Batch File Transmissions

Batch File Transmissions Help Links ?

54321 LENDING INSTITUTION CO.

CPU to CPU Batch File Transmissions for the current billing period

<i>Lender Batch File Name</i>	<i>HUD File Name</i>	<i>Acceptance Date/Time</i>	<i>Received Date</i>	<i>File Status/ Message</i>
L42581F1.DAT	A8BP.PG.X12354.L42581F1.Y070822.T2048	08/22/2007 08:48:00 PM	08/23/2007	Accepted /

Displaying batch file transmissions 1 - 1 of 1 total batch file transmissions.

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Figure 12: Batch File Transmissions page