

APPENDIX B - Forms for Implementing EDI

The Electronic Data Interchange (EDI) Information Request Form (IRF) is the means of conveying technical data for your organization to HUD prior to connecting to HUD's EDI Gateway. A completed EDI IRF is required before an EDI X12 transaction set can be transmitted to the Gateway. Separate forms must be filled out for each Value Added Network (VAN) or Service Bureau used.

The Trading Partner Agreement is a key document in the implementation process for the EDI Gateway. It sets forth the rights and obligations of the EDI trading parties. This agreement outlines all conditions that will allow the parties to communicate electronically with each other. The agreement prescribes the general procedures and policies to be followed when EDI is used for transmitting and receiving electronic business information in lieu of creating one or more paper documents normally associated with conducting business with HUD. The agreement states that the parties intend to operate in the same manner as though they were exchanging hard copy paper documents. The associated Addenda provide additional information for those transactions that you will trade with HUD.

Basic Trading Partner Agreement

1.0 INTRODUCTION

This agreement between HUD and the Mortgagee, hereafter known as Trading Partner, prescribes the general procedures and policies to be followed when EDI is used for transmitting and receiving electronic documents in lieu of one or more paper documents formally associated with conducting business with HUD.

1.1 DEFINITIONS

- Trading Partner — the HUD-approved lender (identifiable by the HUD-issued 10-digit ID number) who consents to the electronic exchange of pertinent business documents in accordance with all specifications of the agreement.
- HUD Value Added Network (VAN) — the data network service used by HUD for the receipt and transmission of electronic business documents with the Trading Partner under the terms of this agreement.
- Trading Partner Value Added Network (VAN) — the data network service used by the Trading Partner for the receipt and transmission of electronic business documents with HUD under the terms of this agreement.
- HUD VAN Mailbox — the repository within the HUD VAN, which contains electronic business documents submitted by HUD's Trading Partner.
- Trading Partner VAN Mailbox — the repository within the Trading Partner's VAN which contains electronic business documents transmitted by HUD.
- HUD's Gateway Processor — the HUD-owned computer that receives electronic business documents from the VAN or point-to-point communications system for subsequent processing by the appropriate HUD computer application program.
- HUD EDI Implementation Guide — a HUD-provided manual that describes the electronic submission of business documents to HUD, as an aid to the Trading Partner in achieving the information interchange specified in this agreement.
- Service Bureau — an agent of the Trading Partner authorized by the Trading Partner to submit business documents electronically to HUD. The Trading Partner must specify this relationship in a completed EDI Information Request Form.
- HUD Business Day — A HUD business day is a day in which HUD is officially open for normal business at its Washington, DC headquarters office.
- Transaction Set — A transaction set is the data that is exchanged electronically in order to

convey meaning between parties engaged in EDI, consisting of a specific group of segments that represent a business document. The business information included in a transaction set is equivalent to the information in a conventionally printed document.

2.0 PURPOSE

The agreement ensures that EDI X12 transmissions between HUD and the Trading Partner will be treated as equivalent to paper-based transmissions of data. It ensures that the use of any electronic equivalent of the standard HUD business document(s) referenced in the addenda to this agreement will be deemed an acceptable business practice and that the Trading Partner will not challenge the admissibility of the electronic information in evidence, except in circumstances in which an analog paper document could be challenged.

3.0 TERMS AND CONDITIONS

- 3.1 Communications between HUD and its electronic Trading Partners will occur via a VAN or via SFTP (Secure File Transfer Protocol) to the HUD Secure FTP server. Contact the EDI Gateway Help Desk staff for details regarding the Secure FTP process. Each participant, i.e., HUD and the Trading Partner, will maintain a mailbox with its respective VAN for the receipt of electronic documents created and transmitted in a standard format.
- 3.2 The standards for business documents shall be in accordance with the American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 specifications and represent the most current version of those standards in use at HUD, as specified in this Trading Partner Agreement and its addenda. Any changes to the ASC X12 standard HUD intends to employ with its Trading Partner will be subject to the provisions stated in Paragraphs 6.0 and 9.0.
- 3.3 Trading Partner must deliver transactions destined for HUD to the HUD EDI address designated in the EDI Information Request Form.
- 3.4 All electronic documents transmitted to HUD will be considered "postmarked" at the time of delivery to the HUD VAN mailbox. Electronic documents will be considered delivered at the time of receipt by HUD's EDI gateway processor.
- 3.5 All transactions received by either party in an electronic exchange will be acknowledged by returning the sender an X12 Functional Acknowledgment, Transaction Set (TS) 997. A copy of TS 997 and related documentation are presented in this Implementation Guide. In response to an incoming business document, HUD will send a functional acknowledgment no later than the close of business of the next HUD business day following its delivery to the HUD VAN mailbox ("postmark").
- 3.6 HUD will bear the cost of placing business documents and acknowledgments in the Trading Partner's electronic mailbox, and receiving the documents and acknowledgments placed in its VAN mailbox. The Trading Partner is responsible for all costs associated with receiving documents and acknowledgments from the Trading Partner's electronic mailbox and transmitting transactions to HUD's VAN mailbox.

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- 3.7 Trading Partner will be able to submit or exchange electronic business documents any time during the day. However, normal data retrieval and translation times for the HUD EDI Gateway will occur at 8:00 AM, 12:00 PM, 4:00 PM and 8:00 PM (Eastern Time), Monday through Friday with the exception of Federal Holidays.
- 3.8 If any errors occur in a transmission received by a Trading Partner, HUD will be responsible only for those errors occurring on the HUD system. If a Trading Partner receives a garbled transmission, HUD must be contacted immediately to arrange a retransmission. Procedures for error reporting are defined in the relevant part of the HUD EDI Implementation Guide for the business documents being exchanged.
- 3.9 HUD will not be responsible for any damages incurred by the Trading Partner as a result of missing or delayed transmissions, when the problem is not with or caused by HUD or its VAN provider.
- 3.10 Each EDI business process to be implemented with the Trading Partner will undergo a period of testing, of up to approximately one (1) month; and a period of evaluation of up to approximately two (2) months, during which transactions must be sent to HUD Headquarters electronically. This test and evaluation process will ensure the exchange of correct information with the Trading Partner.
- 3.11 Upon successful completion of this test and evaluation period, HUD will approve and notify the Trading Partner. The EDI Information Request Form will set dates for beginning official EDI transmissions and for removing the general requirement to mail hard copy documents or tapes to HUD.
- 3.12 Any document from HUD's system placed into a Trading Partner's VAN mailbox is to be considered a valid and authentic document backed by the same guarantees and legitimacy as is found in an equivalent paper transaction. Likewise, any document from a Trading Partner placed into HUD's VAN mailbox will be considered a valid and authentic document backed by the same guarantees of legitimacy as are found in an equivalent paper transaction.

4.0 FORCE MAJEURE

None of the parties in this agreement will be liable for failure to properly conduct EDI in the event of war, accident, riot, fire, flood, epidemic, power outage, labor dispute, act of God, act of public enemy, malfunction or inappropriate design of hardware or software, or any other cause beyond such party's control. If, in HUD's judgment, standard business cannot be conducted by EDI, HUD will, at its discretion, return to paper- or tape-based systems, as appropriate, for processing the business documents described in this agreement and its addenda.

5.0 EFFECTIVE DATE

The terms and conditions set forth in this document become effective upon receipt by HUD of the completed EDI Information Request Form.

6.0 AGREEMENT REVIEW AND UPDATE

- 6.1 This agreement will be reviewed at least annually by HUD to make mutually agreeable changes, additions or deletions, as necessary.
- 6.2 Trading Partner will notify HUD's EDI Contact, identified below, in writing within 15 calendar days after any change of company name.
- 6.3 Trading Partner will notify HUD's EDI Contact in writing at least 30 calendar days in advance of any change in VAN or service bureau.
- 6.4 HUD will note changes, such as those described in 6.2 and 6.3, and will incorporate them into the Trading Partner Agreement.
- 6.5 Trading Partner will alert HUD's EDI Contact within 10 calendar days if there is a change in the corporate charter, which will necessitate a change in mortgagee number. The Trading Partner would then need to complete a new EDI Information Request Form with the new mortgagee number and name of the new organization.
- 6.6 HUD will notify Trading Partner in writing at least 60 days in advance of any change in the technical provisions of the addenda, that is: HUD's VAN, ID qualifier, EDI address, interchange envelope, control ID, document format, or document version. Such notification will supersede the technical provisions of the addenda in force until such time as the addenda are updated, as specified in Paragraph 6.1.
- 6.7 All notifications required under this agreement will be submitted in writing, by email or by fax to:

Address: HUD EDI Help Desk
4601 Presidents Drive
Suite 250
Lanham, MD 20706

Email: EDI.Help.Desk@hud.gov

Fax: 1-888-822-8911

7.0 TERMINATION

Either HUD or the Trading Partner may terminate this agreement, effective 30 days after receipt of written notice by either party. Termination notice will have no effect on transactions occurring prior to the effective date of termination.

8.0 USE OF A SERVICE BUREAU

If the Trading Partner uses a service bureau for delivery and receipt of business documents electronically, the Trading Partner's obligations under this agreement and applicable HUD reference procedures remain fully in force. The identification of any service bureau relationship must be clearly documented in the EDI Information Request Form.

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9.0 WHOLE AGREEMENT

- 9.1 This agreement, all addenda, attachments and the EDI Information Request Form constitute the entire agreement between the parties. In the event a court of competent jurisdiction negates any of the provisions of this agreement, the remainder of the agreement will remain in full force and effect.
- 9.2 HUD will prepare a new addendum for each new EDI-based business process it develops. A new EDI Information Form will be completed by the Trading Partner and appended to this agreement.
- 9.3 In any case where there is a conflict between this agreement and HUD's regulations, the regulations will control.

Addendum A to the Basic Trading Partner Agreement

APPLICATION FOR MORTGAGE INSURANCE BENEFITS ASC X12 STANDARD FOR THE EDI TRANSACTION SET 260

1.0 PURPOSE

This attachment to the Basic Trading Partner Agreement provides additional detail on the use of electronic data interchange (EDI) by the Department of Housing and Urban Development (HUD) and the Trading Partner in lieu of paper Form HUD-27011, Single Family Application for Insurance Benefits.

2.0 IMPLEMENTATION

Trading Partner will electronically transmit mortgage insurance claims to HUD Headquarters using the American National Standards Institute (ANSI) X12 transaction set (TS) 260, in accordance with specifications provided in HUD's EDI Implementation Guide, beginning on the date provided by HUD when a copy of the completed EDI Information Request Form is returned to the Trading Partner. Unless otherwise notified by HUD, after this beginning date Trading Partner may cease the general practice of mailing Form HUD-27011 to HUD Headquarters for conveyances, assignments, automatic assignments, co-insured claims, claims without conveyance of title (CWCOT) and preforeclosure sale claims. Claim payments will be based on information present in the electronic claim, supplemented by paper documentation only in exceptional cases. However, HUD will require paper documentation, including Form HUD-27011, for all Supplemental (Type 05) claims.

3.0 TERMS AND CONDITIONS

- 3.1 Trading Partner will comply with all HUD filing requirements specified in the current version of HUD Handbook 4330.4, FHA Single Family Insurance Claims; Form HUD-27011, Single Family application for Insurance Benefits; 24 CFR Part 203, Single Family Mortgage Insurance; and related mortgagee letters, especially with regard to information accuracy, completeness, and filing time requirements.
- 3.2 When Trading Partner transmissions are electronic claims, in lieu of Form HUD-27011, Single Family Application for Insurance Benefits, the Trading Partner recognizes that each transaction represents an affirmation of compliance with the certifications stated on the form, including both Parts A and B, as appropriate for the type of claim being submitted. Claims are considered received on the date they are picked up from the HUD VAN mailbox by HUD's EDI gateway processor.
- 3.3 When Trading Partner transmissions are electronic equivalents of assignment (Form HUD-27011, Type 02) and automatic assignment (Form HUD-27011, Type 03) claims, the Trading Partner recognizes that each such transaction represents an affirmation of compliance with the following statement: "I certify that the title evidence and related documents for this claim have been forwarded to the appropriate HUD Field Counsel on the

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same day that the completed claim was transmitted to HUD Headquarters."

- 3.4 The Trading Partner understands that, for all claims for conveyed properties submitted electronically to HUD Headquarters, a paper copy (Form HUD-27011) must still be submitted to the appropriate HUD Office, or a designated Management and Marketing entity, to comply with property disposition requirements. The paper copy of the HUD-27011 must contain all relevant information as required by the claims instructions in HUD Handbook 4330.4, including items not required in the electronic transmission.
- 3.5 This Agreement authorizes HUD to pay approved claims electronically, provided that the holder of the mortgage submits all information required by Standard Form SF 3881 to an address stipulated by HUD within a sufficient time span for the Automated Clearing House (ACH) payment mechanism to be established. Claims payments will be based upon information present in the electronic claim, supplemented by paper documentation only in exceptional cases.

4.0 TECHNICAL PROVISIONS

HUD will use HP*BES as a third-party service provider for receiving TS 260 and transmitting related business document transaction sets, including TS 820, TS 824, and TS 997. Trading Partner will use **(as indicated on the EDI Information Request Form)** as its third-party network. HUD will transmit a TS 820 if claim is paid, or TS 824 if errors occur, for each claim received by HUD's application system.

HUD's ID Qualifier is: ZZ

HUD's EDI Address is: **(as indicated on the EDI Information Request Form for this transaction set)**

Trading Partner's ID Qualifier is: ZZ

Trading Partner's EDI Address is: **(HUD-issued 10-digit mortgagee identifier)**

Trading Partner will use the Service Bureau indicated on the EDI Information Request Form to send and receive all TS 260 transmissions.

Addendum B to the Basic Trading Partner Agreement

MORTGAGE LOAN DEFAULT STATUS ASC X12 STANDARD FOR THE EDI TRANSACTION SET 264

1.0 PURPOSE

This attachment to the Trading Partner Agreement provides additional detail on the use of electronic data interchange (EDI) by HUD to approved FHA mortgage lenders/servicers in lieu of providing paper form HUD 92068-A, 30 or More Days Delinquent Loan Report - Single Family Default Monitoring System.

2.0 IMPLEMENTATION

Trading Partner will electronically transmit a monthly status report to HUD Headquarters using the American National Standards Institute (ANSI) X12 Transaction Set (TS) 264, in accordance with specifications provided in HUD's EDI Implementation Guide, in lieu of a paper Form 92068-A, beginning on the date provided by HUD when a copy of the completed EDI Information Request Form is returned to Trading Partner.

3.0 TERMS AND CONDITIONS

Trading Partner will comply with all HUD filing requirements specified in the current version of HUD Handbook 4330.1, Administration of Insured Home Mortgages, Mortgagee Letter 93-24, and related mortgagee letters, especially with regard to information accuracy, completeness, and filing time requirements.

4.0 TECHNICAL PROVISIONS

HUD will use HP*BES (Business Exchange Services) as a third-party service provider for receiving TS 264 and TS 997 and transmitting related business document transaction sets, including TS 824 and TS 997. Trading Partner will use **(as indicated on the EDI Information Form)** as its third-party network.

Trading Partner will transmit its TS 264 submissions to HUD's third-party service provider. HUD will transmit a TS 977 within one HUD business day following delivery of a TS 824 to the HUD VAN mailbox. Within two HUD business days after receipt of a TS 264, HUD will transmit a TS 824 to the Trading Partner confirming the status of all default cases received.

Trading Partner will be responsible for verifying that HUD has received all the default cases transmitted by comparing the TS 824 confirmations received from HUD with the default cases transmitted through TS 264.

HUD's ID Qualifier is: ZZ

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HUD's EDI Address is: **(as indicated on the EDI Information Form for the transaction set)**

Trading Partner's ID Qualifier is: *ZZ*

Trading Partner's EDI Address is: **(HUD-issued, 10-digit mortgagee identifier)**

Trading Partner will use the Service Bureau as indicated on the EDI Information Request Form to send and receive all TS 264 transmissions.

Addendum C to the Basic Trading Partner Agreement

MORTGAGE RECORD CHANGE/TERMINATION ASC X12 STANDARD FOR THE EDI TRANSACTION SET 266

1.0 PURPOSE

This attachment to the Trading Partner Agreement provides additional detail on the use of electronic data interchange (EDI) by HUD to approved FHA mortgage lenders/servicers in lieu of providing paper form HUD-92080, Mortgage Record Change, and HUD-27050-A, Mortgage Insurance Termination.

2.0 IMPLEMENTATION

Trading Partner will electronically transmit mortgage record changes and terminations to HUD Headquarters using the American National Standards Institute (ANSI) X12 Transaction Set (TS) 266, in accordance with specifications provided in HUD's EDI Implementation Guide, in lieu of paper form HUD-92080 and form HUD-27050-A, beginning on date provided by HUD when a copy of the completed EDI Information Request Form is returned to the Trading Partner. Unless otherwise specified by HUD, after this beginning date Trading Partner may cease submitting forms HUD-92080 and HUD-27050-A to HUD headquarters to report mortgage record changes and terminations.

3.0 TERMS AND CONDITIONS

Trading Partner will comply with all HUD filing requirements specified in the current version of HUD Handbook 4330.1, Administration of Insured Home Mortgages and related mortgagee letters, especially with regard to information accuracy, completeness, and filing time requirements. HUD will not process incomplete or inaccurate transactions. HUD will transmit a notification of the incomplete or inaccurate transaction back to the Trading Partner for correction and resubmission. The servicing obligations of the Trading Partner are not fulfilled until HUD receives an accurate transaction.

4.0 TECHNICAL PROVISIONS

HUD will use HP*BES (Business Exchange Services) as a third-party service provider for receiving TS 266 and TS 997 and transmitting related business document transaction sets, including TS 824 and TS 997. Trading Partner will use **(as indicated on the EDI Information Request Form)** as its third-party network.

Trading Partner will transmit TS 266 to HUD's third-party service provider. HUD will transmit a TS 997 within one HUD business day following delivery of a TS 266 to the HUD VAN mailbox. Within two HUD business days after receipt of a TS 266, HUD will transmit a TS 824 to the Trading Partner confirming the status of all mortgage record change and termination requests received.

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Trading Partner will be responsible for verifying that HUD has received all the mortgage record change and termination requests transmitted by comparing the 824 confirmations received from HUD with the requests transmitted through TS 266.

HUD's ID Qualifier is: ZZ

HUD's EDI Address is: **(as indicated on the EDI Information Request Form)**

Trading Partner's ID Qualifier is: ZZ

Trading Partner's EDI Address is: **(HUD-issued, 10-digit mortgagee identifier)**

Trading Partner will use the Service Bureau indicated on the EDI Information Request Form to send and receive all TS 266 transmissions.

EDI INFORMATION REQUEST

(Important: Read Trading Partner Agreement, Definitions and Instructions in Appendix B at <http://portal.hud.gov/hudportal/documents/huddoc?id=0901appb.pdf> before completing form)

Check the mortgage insurance application this information applies to (Check transaction type and standards version).

<input type="checkbox"/> Claims (TS 260/820/824) <i>(Check only one)</i> <input type="checkbox"/> Standards Version 004040 <input type="checkbox"/> Standards Version 004010 <input type="checkbox"/> Standards Version 003032	<input type="checkbox"/> Defaults (TS 264/824) <i>(Check only one)</i> <input type="checkbox"/> Standards Version 004040 <input type="checkbox"/> Standards Version 004010 <input type="checkbox"/> Standards Version 003032	<input type="checkbox"/> MRC/Terminations (TS 266/824) <i>(Check only one)</i> <input type="checkbox"/> Standards Version 004040 <input type="checkbox"/> Standards Version 004010 <input type="checkbox"/> Standards Version 003042
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Complete the following:

Organization Name _____	HUD Mortgagee ID _____
Contact Name _____	Phone _____
Address _____	
City _____	State _____ Zip _____
Email _____	
Date that you would like to start sending Production Data: (mm/dd/yyyy) _____	

Complete this section if using a Service Bureau to send and receive EDI transactions:

Service Bureau Name _____

Contact Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email _____

Complete this section if using a VAN or the Secure FTP process to send and receive EDI transactions:

Name of VAN: _____

Note: If using SFTP then write or type SFTP as well as the organization's outwardly facing external IP address on the line above.

For Inbound document submission to HUD: Please fill-in the values for ISA05, ISA06, and GS02 in the appropriate row.

Transaction Set	ISA Sender Qualifier ISA05	ISA Sender ISA06	ISA Receiver Qualifier ISA07	ISA Receiver ISA08	Group Sender ID GS02	Group Receiver ID GS03
TS 260			ZZ	9999609999		9999609999
TS 264			ZZ	9999609999	D	9999609999
TS 266			ZZ	9999609999	T	9999609999

To be completed by HUD after approval:

Date Trading Partner can begin sending EDI Production Data: (mm/dd/yyyy) _____

Return this form:

By FAX to HUD EDI Help Desk 1-888-822-8911

As an attachment by E-Mail to EDI.Help.Desk@hud.gov

If you have any questions call 1-800-HUD-4EDI (1-800-483-4334)

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Technical Questions? Call HUD EDI Help Desk at 1-800-483-4334 or
E-Mail to EDI.Help.Desk@hud.gov

INSTRUCTIONS TO MORTGAGEE FOR COMPLETING THIS FORM

Please read these instructions before completing the form.

Your organization needs to establish a means of creating EDI transactions and connecting to HUD's EDI gateway. This involves using a third party carrier, i.e., a Value Added Network (VAN) or a Service Bureau. Before completing this form you need to know which approach your organization is taking. Please refer to the HUD EDI Implementation Guide to obtain instructions on doing EDI with HUD for additional details. Complete an EDI Information Request form for each VAN or Service Bureau your organization will be using. On each form, you need to indicate the specific HUD insurance application you will be submitting via the service bureau or VAN indicated on this form. Place a **check mark** beside the **application (transaction type) and standards version** for which this form is being completed.

Enter the Organization's Name, EDI Contact's Name and Phone number, Mailing Address, E-Mail Address and the date that you would like to start sending production. The **HUD Mortgagee ID#** is the 10 digit number assigned to your organization by HUD. The **HUD Mortgagee ID#** is currently used by your organization on the forms for FHA Single Family Loans, such as, the HUD form 92080, 27050A, 92068A and 27011.

Complete either the service bureau or VAN section.

If using a Service Bureau, enter the **service bureau** name, address, and contact name and phone number. If using a VAN (**third party carrier**), enter the name of the **VAN** being used to exchange EDI files with HUD's HP*BES (Business Exchange Services) mailbox.

HUD's ISA07, ISA08 and GS03 and VAN information have been provided below. You need to complete your **ISA05, ISA06 and GS02 and VAN or service bureau** information. If you are unsure of what to enter, please contact your VAN, service bureau or EDI technician for this information.

TS Type	HUD ISA Qualifier ISA07	HUD ISA Receiver ID ISA08	HUD Group Receiver ID GS03	HUD's VAN
Claims	ZZ	9999609999	9999609999	HP*BES
Defaults	ZZ	9999609999	9999609999	HP*BES
MRC/Ts	ZZ	9999609999	9999609999	HP*BES

HUD will return a dated copy of this form authorizing you to begin EDI transmission of production data to HUD as of the date entered.

Please call the HUD EDI HELP DESK at 1-800-483-4334 (1-800-HUD-4EDI) or send an Email to EDI.Help.Desk@hud.gov if you need further assistance.