

Chapter 7 MAT Voucher Payment System Record Formats and Definitions

Table of Contents

CHAPTER 7 MAT VOUCHER PAYMENT SYSTEM RECORD FORMATS AND DEFINITIONS 1

7.1 VCHHR VOUCHER HEADER RECORD 2

7.2 MAT30 SECTION 1: ASSISTANCE PAYMENT HEADER RECORD 10

7.3 MAT30 SECTION 2: ASSISTANCE PAYMENT SUMMARY RECORD 11

7.4 MAT30 SECTION 3: ASSISTANCE PAYMENT DETAIL RECORD 22

7.5 MAT30 SECTION 4: ADJUSTMENT PAYMENT DETAIL RECORD 26

7.6 MAT30 SECTION 5: APPROVED SPECIAL CLAIM 29

7.7 MAT30 SECTION 6: MISCELLANEOUS ACCOUNTING REQUEST 30

7.8 MAT30 SECTION 7: REPAYMENTS AND ESCROWS 36

7.9 MAT31: DELETE VOUCHER RECORD 46

7.10 VCHND VOUCHER BATCH TRAILER RECORD 46

7.11 VCHER VOUCHER MAT ERROR RECORD 47

7.12 VCHTR VOUCHER MAT TRAILER RECORD 49

Note: In previous versions of the MAT Guide – This was Chapter 6

Note: Handbook references are to HUD Handbook (HH) 4350.3 REV-1, Change 4.

Note: References to RAD are to PBRA RAD. Consumers of this document should be clear that this document is intended for the PBRA programs administered under the Multifamily Housing Division. These rules may not be applicable to the PBV RAD program administered by Public and Indian Housing.

Note: References to the voucher are references to the HUD 52670 and not the PIH Housing vouchers unless explicitly indicated.

Note: While there are some references to RAD, 811 PRA and SPRAC, all references have not been included in this version.

Note: State agencies creating and submitting vouchers under the Section 811 PRA program should see **Chapter 4: 4.41** for special instructions that apply in addition to those in this chapter.

M = Mandatory field; has a value not equal to spaces or zeros **M*** = Mandatory, zeros allowed **MOC** = Mandatory on condition(s) **F** = Future field; TRACS will value with the appropriate fill characters

The Meaning of F, M and MOC for Fields in the Note Column below

F (Future) is used for a field that has been defined but not yet implemented by the industry or by TRACS. If a MAT file containing data in a future field is processed by TRACS, TRACS ignores the data in the field. *Note: Future fields may contain either blanks or the proper default null value for the field type as TRACS overwrites any future fields with default values.* Private use of F fields for “off label” purposes is strongly discouraged

M (Mandatory) refers to a field that is required to be filled with a value other than spaces or 0s. The meaning of Mandatory is often misunderstood in relation to fields that are not listed as M. The MAT User Guide generally uses M to designate a field that must be filled because of the way the TRACS database works. **A field not designated as M (a field with nothing in the Note Column) is also mandatory in the sense that it must be filled with data if the field applies to the certification being created.** M has a technical, not a common sense, meaning in the MAT Guide.

M* Mandatory (but allows zero as a numeric value)

MOC (Mandatory on Condition) is a designation that means that a field must be filled if a specified condition is true but is to be filled with spaces or 0s in other cases. The field description will describe the situations under which the field must have a non-null value.

7.1 VCHHR Voucher Header Record

7.1 VCHHR Voucher Header Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Must equal “VCHHR.”
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal “2.0.3.A” TRACS Release = 2.0.3. TRACS Version = A
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under this VCHHR. Multiple VCHHRs may be submitted in a single transmission, each for a specific Project Number, Contract Number and Subsidy Type combination. Each VCHHR must be paired with a VCHND occurring prior to the next VCHHR.
4	M	Date Stamp	18	8	Date MMDDYYYY	This is a system date stamp representing the date this file was created by its originator. No dashes or spaces should be used in this field.
5	M	Time Stamp	26	6	Time HHMMSS	This is a system time stamp inserted in the Header Record when the file is created by its originator. No colons should be used in this field.
6		OA-Defined Data	32	20	Alphanumeric	Reserved for O/A or site use. This field may contain any value the sender wishes to use. Its purpose is to provide a way for the sender to track their transmissions

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7.1 VCHHR Voucher Header Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						or to specify their own software releases, or for any other purpose. The contents of this field will be returned in the HUD transmission acknowledgment. <i>Note: Contract Administrators should not modify this field. Use the Agency Defined Data field below.</i>
7	M	Sender Name	52	15	Alphanumeric	Sender's name.
8		Sender Street Address	67	20	Alphanumeric	Sender's address.
9	M	Sender City Name	87	15	Alphanumeric	Sender's city.
10		Sender State	102	2	Alphanumeric	Sender's state.
11		Sender Zip Code	104	5	Numeric	Sender's zip code.
12		Number MAT30	109	5	Numeric	The number of MAT30 section 1 records in this transmission. (Do not count any other section records in this count). Enter zero if no MAT30s are submitted in this transmission, but MAT31s are submitted. <i>Note: Must equal "1" or "0" (zero).</i>
13		Number MAT31	114	5	Numeric	The number of MAT31 Delete Voucher records in this transmission. Enter zero if there are no MAT31s.
14	F	Number MAT35	119	5	Numeric	Value must equal zero.
15		Filler	124	25		
16		Project Name	149	35	Alphanumeric	Enter the name of the project for which the voucher transaction is being submitted. TRACS will use this project name for all transactions under this VCHHR. Enter the Project Name that appears on the regulatory agreement or subsidy contract. This will be the current project name in the Contracts database.
17		Filler (formerly Subsidy Type. See field 43 for	184	1	Alphanumeric	

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7.1 VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
		the new version of the field).				
18	F	Property ID	185	10	Numeric	<p>Mandatory for PAC and PRAC subsidy types. Project Number is also required for Section 8 and 202/8 contracts associated with projects that have an FHA project number. TRACS will use this project number for all transactions under this VCHHR.</p> <p>The Project Number submitted must match the project number in the TRACS Project database to be accepted by TRACS. If the number has changed but is being rejected, the TRACS database may not yet have been updated, so try submitting the old number. If both the old and new numbers are being rejected, contact the HUD Helpdesk at 1-800-767-7588 or email TRACS@hud.gov.</p> <p>SPRAC???</p> <p>Note: Do not enter a project number for FmHA projects.</p> <p>Sample entries are provided below:</p> <ul style="list-style-type: none"> FHA Insured Projects – 12144026 Elderly Housing Projects – 121EH001 Other Noninsured Projects – 121001NI
19	MOC	Project Number	195	8	Alphanumeric	
20	MOC	Contract Number	203	11	Alphanumeric	<p>Mandatory for Section 8, 202/8, 202 PAC, 202 PRAC, 811 PRAC and 811 PRA subsidy types. TRACS will use this Contract Number for all transactions under this VCHHR. The Contract Number submitted must match the Contract Number in the TRACS Contract database.</p>
21	M	Total Records Sent	214	6	Numeric	<p>The total number of physical records sent in this transmission including this Header Record and the VCHND record. A physical record is each VCHXX, each MATXX record, and each Section Record for those MATXX records that have Section Records.</p>
22	M	Project's iMAX ID	220	10	Alphanumeric	<p>The project's iMAX identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number.</p> <p>Example: TRACM12345</p>

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Commented [MR1]: Jed – A while back there were some issues with Project Numbers and the rule was changed. Can you get Alisa to confirm?

7.1 VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
23	M	OA Transmission Date	230	8	Date MMDDYYYY	This is a system date stamp representing the date this file was created by the Owner or Agent to send to TRACS or the CA. No dashes or spaces should be used in this field. <i>Note: If the electronic MAT30 or MAT31 submission originates with the OA or its agent, a CA is not to overwrite this field. If the submission originates with the CA (no MAT30s submitted by OA) this date and the CA Transmission Date (Field # 28) are the same.</i>
24	M	OA Software Vendor	238	20	Alphanumeric	Name of the software product used by the owner/agent or service bureau to create this submission. If the software was developed in-house, enter "Developed In-house". <i>Note: This field should not be entered manually. It should be emitted by the software generating the record.</i>
25	M	OA Software Release/Version	258	10	Alphanumeric	The Release or Version Number associated with the software used by the owner or service bureau to create this submission. Enter the date on which the current version of the software was created if no Release or Version identification exists. <i>Note: This field should not be entered manually. It should be emitted by the software generating the record.</i>
The following fields (26-31) are required for CAs or entities receiving submissions and forwarding them to TRACS						
26	MOC	CA ID	268	5	Alphanumeric	Mandatory for Performance-based Contract Administrators (PBCAs) and traditional Contract Administrators (CAs) who have been converted to the PBCA model. Enter the five-character CA ID assigned by the HUD accounting system; otherwise leave blank.
27		Filler	273	10	Alphanumeric	
28	MOC	CA Transmission Date	283	8	Date MMDDYYYY	Mandatory for CAs or other entities receiving submissions and forwarding them to TRACS.

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7.1 VCHHR Voucher Header Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						This is a system date stamp representing the date this file was sent to TRACS by the CA or third party. No dashes or spaces should be used in this field.
29	MOC	CA Software Vendor	291	20	Alphanumeric	<p>Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.</p> <p>Name of the software product used by the CA or third party to create this submission. If the software was developed in-house, enter "Developed In-house."</p> <p>Note: This field should not be entered manually. It should be emitted by the software generating the record.</p>
30	MOC	CA Software Release/Version	311	10	Alphanumeric	<p>Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.</p> <p>The release or version number associated with the software used to create this file. Enter the date on which the current version of the software was created if no Release or Version identification exists.</p> <p>Note: This field should not be entered manually. It should be emitted by the software generating the record.</p>
31		Agency Defined Data	321	20	Alphanumeric	Reserved for CA or other entities receiving submissions and forwarding them to TRACS. This field may contain any value the agency wishes to use. Its purpose is to provide a way for the agency to track their transmissions or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment.
32		Filler	341	3	Alphanumeric	
Fields 35 and 36 are to be filled by OAs.						
33		Filler Formerly Owner DUNS Number	344	9	Alphanumeric	
34		Filler Formerly Parent Company DUNS #	353	9	Alphanumeric	
35	M	Owner TIN	362	9	Alphanumeric	Fill with the Taxpayer Identification Number (TIN) of the project owner. Required

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7.1 VCHHR Voucher Header Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						for all subsidy types. See HUD Notice 2011-01.
36	MOC	Parent Company TIN	371	9	Alphanumeric	Fill with the Taxpayer Identification Number (TIN) of the parent company. Required for all subsidy types, if there is a parent company. See HUD Notice 2011-01. Leave blank if there is no parent company.
The following 2 fields are to be used by both site and CA software when creating and transmitting a history baseline file. History Baselines are not intended to be sent to TRACS.						
37	MOC	Baseline Indicator	380	8	Alphanumeric	Blank fill if not a History Baseline. If this is a History baseline the value must equal "Baseline". To be used only when transmitting a History Baseline.
38	MOC	Baseline Effective Date	388	8	Date (MMDDYYYY)	Start date for the Baseline. To be used only when transmitting a History Baseline. If not a History Baseline, zero or space fill.
Fields 39 through 42 are to be filled by OAs.						
39	M	Awardee UEI	396	12	Alphanumeric	Fill for all subsidy types. Definition of Awardee: Sole proprietor, partnership, Self-Managed Super Funds (SMSF), or trust ownership associated with the rental assistance contract The Unique Entity Identifier for the Awardee. The UEI is a 12-character alpha-numeric value that adheres to the following guidelines: (1) Cannot contain O or I, (2) the first character cannot be 0, and (3) cannot be a 9-digit sequence.
40	MOC	Immediate Parent UEI	408	12	Alphanumeric	Fill for all subsidy types if there is an Immediate Parent.. Definition of Immediate Parent: Sole proprietor, partnership, Self-Managed Super Funds (SMSF), or trust ownership of the UEI Awardee The Unique Entity Identifier for the Immediate Parent. The UEI is a 12-character alpha-numeric value that adheres to the following guidelines: (1) Cannot contain O or I, (2) the first character cannot be 0, and (3) cannot be a 9-digit sequence.
Important note for Domestic Parent UEI and Global Parent UEI, below. If there are other entities above the immediate parent, only enter the topmost one. If that entity is domestic, report it as the Domestic Parent. If it is not domestic, report it as the Global Parent. Only one of the Domestic and Global Parent fields may be filled, not both.						

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7.1 VCHHR Voucher Header Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
41	MOC	Domestic Parent UEI	420	12	Alphanumeric	<p>Fill for all subsidy types if there is a Domestic Parent.</p> <p>Domestic Parent UEI</p> <p>Definition of Domestic Parent: [US-based Organizations] Sole proprietor, partnership, Self-Managed Super Funds (SMSF), or trust ownership of the Awardee is a domestic entity.</p> <p>The Unique Entity Identifier for the Domestic Parent. The UEI is a 12-character alpha-numeric value that adheres to the following guidelines: (1) Cannot contain O or I, (2) the first character cannot be 0, and (3) cannot be a 9-digit sequence.</p>
42	MOC	Global Parent UEI	432	12	Alphanumeric	<p>Fill for all subsidy types if there is a Global Parent.</p> <p>Definition of Global Parent: [Foreign-based Organizations] Sole proprietor, partnership, Self-Managed Super Funds (SMSF), or trust ownership of the Awardee is a global entity.</p> <p>The Unique Entity Identifier for the Global Parent. The UEI is a 12-character alpha-numeric value that adheres to the following guidelines: (1) Cannot contain O or I, (2) the first character cannot be 0, and (3) cannot be a 9-digit sequence.</p>
43	M	Subsidy Type	444	2	Alphanumeric	<p>TRACS will use this Subsidy Type for all transactions under this VCHHR. Valid codes are:</p> <p>1 = Section 8</p> <p>2 = Rent Supplement (Not Active)</p> <p>3 = RAP (Not Active)</p> <p>6 = 811 PRA</p> <p>7 = Section 202 PRAC</p> <p>8 = Section 811 PRAC</p> <p>9 = Section 202/162 PAC</p> <p>10 = SPRAC</p> <p>11 = Section 202/8</p> <p>SPRAC (10) contracts were previously considered part of Section 8 (1). However, since HOTMA rules differ for SPRAC and Section 8, SPRAC is being designated as Type 10. The same is true of Section 202/8. It has been moved from Type 1 to Type 11.</p>

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7.1 VCHHR Voucher Header Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						<p>For transmissions submitted under 203A:</p> <ul style="list-style-type: none"> When the subsidy type is SPRAC, fill with the new types 10 or 11. When the subsidy type is 202/8, fill with the new 11. <p>Note: Fill field 4 (Type of Subsidy) of the HUD 52670, with the text following the equal sign above.</p>

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7.2 MAT30 Section 1: Assistance Payment Header Record

7.2 MAT30 Section 1: Assistance Payment Header Record							
MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Record Identifier	1	5	Alphanumeric	Value must equal "MAT30."
2	M		Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.3.A" TRACS Release = 2.0.3. TRACS Version =A
3	M		Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
4	M		Section Indicator	18	1	Alphanumeric	Value must equal "1."
5	M		Section 2 Summary Count	19	4	Numeric	Number of basic records. Value must equal "1."
6			Section 3 Regular Payment Count	23	4	Numeric	Number of Regular Payment records. There should be one Section 3 record for each printed regular payment detail row on the HAP Voucher. This means that the count should include the Section 3 records for each TM or MO reported in voucher detail. The Section 3 Regular Payment Count may not match the Section 2 Record, Field 17 Unit Regular Billing Count as a result of including TM and MO Section 3 records.
7			Section 4 Adjustment Payment Count	27	5	Numeric	Number of Adjustment Payment records. There should be one Section 4 record for each non-blank row on the printed HAP adjustment pages.
8		52670 #9.c	Section 5 Approved Special Claims Count	32	4	Numeric	Number of Special Claims records.
9		52670 #9.d	Section 6 Miscellaneous Accounting Count	36	4	Numeric	Number of Miscellaneous Accounting Transaction records.
10		52670 #9.e	Section 7 Repayment/Escrow Count	40	4	Numeric	Number of Repayment/Escrow transaction records.

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7.3 MAT30 Section 2: Assistance Payment Summary Record

7.3 MAT30 Section 2: Assistance Payment Summary Record (HUD 52670 & HUD 52670-A Part 1)							
MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal "2."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Voucher ID	7	10	Numeric	<p>If voucher is a first-time submission for the contract number and voucher month/year, must enter 9999999999.</p> <p>If it is a correction to a previously submitted voucher with the same Contract Number and Voucher Month/Year, the Voucher ID returned to acknowledge the previous submission must be submitted in the correction.</p> <p>Note: Both Site and CA software must support the ability to recreate/correct and resubmit a voucher. If the voucher has been submitted to TRACS, the Voucher ID for the corrected voucher must be the ID returned by TRACS. If the Site is submitting a corrected voucher to a CA, the Site fills the Voucher ID with 9's. When there is a CA, it is up to the CA software to populate the correct ID based on whether or not the voucher has been sent to TRACS.</p>
4	M	52670 #8.a	Voucher Date	17	8	Date MMDDYYYY	<p>Enter the month and year for which the assistance is requested.</p> <p>Note: DD is always "01."</p>
5		52670 #5.a	Management Agent Name	25	35	Alphanumeric	Enter the agent's company name.
6		52670 #5.b	Employer Identification Number (EIN)	60	9	Alphanumeric	Management Agent EIN Number

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7.3 MAT30 Section 2: Assistance Payment Summary Record
(HUD 52670 & HUD 52670-A Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							<p>Zero can be a valid entry.</p> <p>Maximum number of residential spaces for which assistance may be claimed under the contract. Do not include HUD-approved, nonrevenue producing units.</p> <p>Note: The counts in 6a-f are as of the first of the month prior to the voucher month for all subsidy types. See the MAT User Guide Appendix H for the certification selection rules.</p> <p>Note: For a group home, where more than one household occupies a physical unit, the sum of items 6b through 6e may or may not match 6a, depending on whether the number of contract units is entered as the number of physical units or as the number of residential spaces. To avoid this problem, enter the number of residential spaces in 6a but be aware that TRACS will generate a discrepancy message saying that 6a does not match the number in HUD's systems.</p> <p>Note: The sum of items 6.b through 6.f below must equal 6.a.</p>
7	M*	52670 #6.a	Total Units in Contract	69	4	Numeric	
8	M*	52670 #6.b	Number of Units Receiving Subsidy	73	4	Numeric	<p>Zero can be a valid entry.</p> <p>The number of residential spaces in (6a.) for which regular assistance is claimed for the entire month.</p> <p>Do not include HUD-approved, nonrevenue producing units.</p>

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7.3 MAT30 Section 2: Assistance Payment Summary Record
(HUD 52670 & HUD 52670-A Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							<p>For Section 8 (excluding Component 1 PH to PBRA RAD), 202/8, SPRAC, 811 PRA and PAC contracts, include tenants who are receiving assistance and are being billed for a full month on the Schedule of Tenant Assistance Payments Due. Any households whose assistance is \$0 should be counted under 6e below. Do not include tenants who are terminated from assistance. They should appear in 6e below.</p> <p>For Section 8 Component 1 PH to PBRA RAD, 202 PRAC and 811 PRAC contracts, include all certified tenants whether subsidy is positive, negative, or zero.</p> <p><i>Note: For Component 1 PH to PBRA RAD, this count does not include resident's whose assistance was terminated for non-compliance on the part of the tenant (e.g., failure to recertify or report).</i></p>
9	M*	52670 #6.c	Number of Units Abated	77	4	Numeric	<p>Zero can be a valid entry.</p> <p>For Section 8, 202/8, SPRAC, 811 PRA and PAC contracts, include residential spaces in (6a.) where a formal cessation of assistance is in effect for the voucher month, e.g., due to natural disaster or health and safety reasons.</p> <p>For 202 PRAC and 811 PRAC contracts fill this field with 0 (Zero).</p> <p>Note: A unit can only be given an abated status by HUD. Once this happens, the unit must be counted in #6c. Abated status overrides possible status as #6b-Subsidized, #6d-Vacant or #6e-Market. For example, a unit that would normally be counted as Vacant (6d)</p>

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7.3 MAT30 Section 2: Assistance Payment Summary Record
(HUD 52670 & HUD 52670-A Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							<i>is counted as Abated when given that status and the number of vacant units is decreased by 1.</i>
10	M*	52670 #6.d	Number of Units Vacant	81	4	Numeric	Zero can be a valid entry. The numbers of residential spaces in (6a.) that are no longer occupied.
11	M*	52670 #6.e	Contracted Units Occupied by Market Rent Tenants	85	4	Numeric	Zero can be a valid entry. For Section 8 (Including RAD Component 1 and 2), 202/8, 811 PRA, and PAC contracts, enter the number of residential spaces in (6.a.) occupied by tenants responsible for paying market rent in the voucher month. Do not include HUD-approved, nonrevenue producing units. Any terminated tenant occupying a unit is counted here as well as a resident on a Section 236 or BMIR certification. Suspended tenants' units are counted in the new Contracted Units Undergoing Rehab field. For Section 8 Component 1 PH to PBRA RAD, 202 PRAC and 811 PRAC contracts fill this field with 0 (Zero).
Note: A new #6.f Contracted Units Undergoing Rehab field 55 has been added at the end of this Section 2 record							
12		52670 #7.a	Project-Based Exceptions in Use	89	4	Numeric	Obtain from Column 12 of HUD 52670-A Part 1, Schedule of Tenant Assistance Payments Due, by counting all EP codes.
13		52670 #7.b	Project-Based Exceptions Allocated	93	4	Numeric	Enter the number of exceptions the HUD Field Office has approved for situations 2 through 6 of HH 4350.3 Exhibit 3-1; and NOT taken back.
14		52670 #7.c	Tenant-Based Exceptions in Use	97	4	Numeric	Obtain from Column 12 of HUD 52670-A Part 1, Schedule of Tenant Assistance Payments Due, by counting all codes that begin with an "E" and end with "T".

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7.3 MAT30 Section 2: Assistance Payment Summary Record
(HUD 52670 & HUD 52670-A Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
15		52670 #7.d	Total Exceptions	101	5	Numeric	Add 7b and 7c.
16		52670 #7.e	Project-Based Exceptions – Date Last Changed	106	8	Date MMDDYYYY	Enter the date of the last HUD letter that increased or decreased the number of exceptions allocated to this project. Zero or space fill if HUD has never given this contract any project-based exceptions.
17	M*	52670 #9.a	Unit Regular Billing Count	114	4	Numeric	Number of Units Requesting Regular Assistance Payment. Zero can be a valid entry.
18	M*	52670 #10.a	Regular Tenant Assistance Payments	118	10	Numeric	Amount of Regular Assistance Payment requested. Permit negatives. Zero can be a valid entry. Note: Enter negatives as right-adjusted, zero-filled negative numbers e.g. –000000575. Positive values are unsigned. This field holds the total of the Requested Amount fields (field 13) in the MAT30, Section 3 records.
19	M*	52670 #9.b	Unit Adjusted Billing Count	128	4	Numeric	Number of units requesting an adjusted Assistance Payment. Zero can be a valid entry.
20	M*	52670 #10.b	Adjustments to Regular Tenant Assistance Payments	132	10	Numeric	Amount of adjusted Assistance Payment requested. Permit negatives. Zero can be a valid entry. Note: Enter negatives as right-adjusted, zero-filled negative numbers e.g. –000000575. This field holds the total of the Requested Amount fields (field 15) in the MAT30, Section 4 records.
21	M*	52670 #9.c	Special Claim Unit Billing Count	142	4	Numeric	Sum of Special Claims Units. Zero can be a valid entry.
22	M*	52670 #10.c. i	Unpaid Rent	146	10	Numeric	Sum of Approved Unpaid Rent Special Claim Amounts. Zero can be a valid entry.

M = Mandatory field; has a value not equal to spaces or zeros M* = Mandatory, zeros allowed MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

7.3 MAT30 Section 2: Assistance Payment Summary Record
(HUD 52670 & HUD 52670-A Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							This field holds the total of the Claim Amount fields (field 5) in the MAT30, Section 5 records where the Claim Type Code = 1 (Unpaid Rent).
23	M*	52670 #10.c.ii	Tenant Damages	156	10	Numeric	Sum of Approved Tenant Damages Special Claim Amounts. Zero can be a valid entry. This field holds the total of the Claim Amount fields (field 5) in the MAT30, Section 5 records where the Claim Type Code = 2 (Damages).
24	M*	52670 #10.c.iii	Rent-Up Vacancies	166	10	Numeric	Sum of Approved Rent-up Vacancy Special Claim Amounts. Zero can be a valid entry. This field holds the total of the Claim Amount fields (field 5) in the MAT30, Section 5 records where the Claim Type Code = 3 (Rent-Up Vacancy).
25	M*	52670 #10.c.iii	Regular Vacancies	176	10	Numeric	Sum of Approved Regular Vacancy Special Claim Amounts. Zero can be a valid entry. This field holds the total of the Claim Amount fields (field 5) in the MAT30, Section 5 records where the Claim Type Code = 4 (Regular Vacancy).
26	M*	52670 #10.c.iv	Debt Service	186	10	Numeric	Sum of Approved Debt Service Special Claim Amounts. Zero can be a valid entry. This field holds the total of the Claim Amount fields (field 5) in the MAT30, Section 5 records where the Claim Type Code = 5 (Debt Service).
27	M*	52670 #10.d	Total Amount of Miscellaneous Accounting Requests	196	10	Numeric	Sum of Miscellaneous Accounting Requests. Permit negatives. Zero can be a valid entry. Note: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive numbers are unsigned.

M = Mandatory field; has a value not equal to spaces or zeros M* = Mandatory, zeros allowed MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

7.3 MAT30 Section 2: Assistance Payment Summary Record
(HUD 52670 & HUD 52670-A Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							This field holds the total of the Misc. Request Amount fields (field 7) in the MAT30, Section 6 records.
28	M*	52670 #10.e	Total of Repayment/Escrow Records	206	10	Numeric	Sum of Repayment Agreements and FSS Escrows. Permit negatives. Zero can be a valid entry. <i>Note: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive numbers are unsigned.</i> This field holds the total of the Amount Requested fields (field 19) in the MAT30, Section 7 records.
29	M*	52670 #10.f	Total Subsidy Authorized	216	10	Numeric	Permit negatives. Total of all amounts in HUD 52670, Part III, Column 10. <i>Note: Enter negatives as right-justified, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.</i>
30	M	52670 Part V	Owner Name	226	45	Alphanumeric	
31	M	52670 Part V	Owner Signed Name	271	45	Alphanumeric	Signed name.
32		52670 Part V	Owner Signed Title	316	20	Alphanumeric	Signed title.
33	M	52670 Part V	Owner Signed Date	336	8	Date MMDDYYYY	Date owner/agent signs voucher. Cannot be after submission date.
34		52670 Part V	Owner Signed Phone Number	344	16	Alphanumeric	Signer's phone number.
The following fields are mandatory for CA-submitted vouchers							
35	MOC	52670 #11.a	Total Regular Payment Amount	360	10	Numeric	Contract Administrator Use Only

M = Mandatory field; has a value not equal to spaces or zeros M* = Mandatory, zeros allowed MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

7.3 MAT30 Section 2: Assistance Payment Summary Record
(HUD 52670 & HUD 52670-A Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
			Approved by CA				Amount of Regular Assistance Payment approved by the CA. Permit negatives. <i>Note: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.</i> This field holds the total of the Paid Amount fields (field 14) in the MAT30, Section 3 records.
36	MOC	52670 #11.b	Total Adjusted Payment Amount Approved by CA	370	10	Numeric	Contract Administrator Use Only Amount of adjusted AP approved by the CA. Permit negatives. Zero can be a valid entry. <i>Note: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.</i> This field holds the total of the Paid Amount fields (field 16) in the MAT30, Section 4 records.
37	MOC	52670 #11.c.i	CA Approved Unpaid Rent Special Claims Payment Amount	380	10	Numeric	Contract Administrator Use Only Sum of Approved Unpaid Rent Special Claim Amounts. Zero can be a valid entry. This field holds the total of the Paid Amount fields (field 6) in the MAT30, Section 5 records where the Claim Type Code = 1 (Unpaid Rent).
38	MOC	52670 #11.c.ii	CA Approved Tenant Damages Special Claims Payment Amount	390	10	Numeric	Contract Administrator Use Only Sum of Approved Tenant Damages Special Claim Amounts. Zero can be a valid entry. This field holds the total of the Paid Amount fields (field 6) in the MAT30, Section 5 records where the Claim Type Code = 2 (Damages).

M = Mandatory field; has a value not equal to spaces or zeros **M*** = Mandatory, zeros allowed **MOC** = Mandatory on condition(s) **F** = Future field; TRACS will value with the appropriate fill characters

7.3 MAT30 Section 2: Assistance Payment Summary Record
(HUD 52670 & HUD 52670-A Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
39	MOC	52670 #11.c.iii	CA Approved Rent-up Vacancy Special Claims Payment Amount	400	10	Numeric	Contract Administrator Use Only Sum of Approved Rent-up Vacancy Special Claim Amounts. Zero can be a valid entry. This field holds the total of the Paid Amount fields (field 6) in the MAT30, Section 5 records where the Claim Type Code = 3 (Rent-Up Vacancy).
40	MOC	52670 #11.c.iii	CA Approved Regular Vacancy Special Claims Payment Amount	410	10	Numeric	Contract Administrator Use Only Sum of Approved Rent-up and Regular Vacancy Special Claim Amounts. Zero can be a valid entry. This field holds the total of the Paid Amount fields (field 6) in the MAT30, Section 5 records where the Claim Type Code = 4 Regular Vacancy).
41	MOC	52670 #11.c.iv	CA Approved Debt Service Special Claims Payment Amount	420	10	Numeric	Contract Administrator Use Only Sum of Approved Debt Service Special Claim Amounts. Zero can be a valid entry. This field holds the total of the Paid Amount fields (field 6) in the MAT30, Section 5 records where the Claim Type Code = 5 (Debt Service).
42	MOC	52670 #11.d	Total Amount of Miscellaneous Accounting Requests Approved by CA	430	10	Numeric	Contract Administrator Use Only Sum of CA Approved Miscellaneous Accounting Requests. Permit negatives. Zero can be a valid entry. Note: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned. This field holds the total of the Paid Amount fields (field 9) in the MAT30, Section 6 records.

M = Mandatory field; has a value not equal to spaces or zeros **M*** = Mandatory, zeros allowed **MOC** = Mandatory on condition(s) **F** = Future field; TRACS will value with the appropriate fill characters

7.3 MAT30 Section 2: Assistance Payment Summary Record
(HUD 52670 & HUD 52670-A Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
43	MOC	52670 #11.e	Total Amount of Repayment/Escrow Amounts Approved by CA	440	10	Numeric	<p>Contract Administrator Use Only Sum of CA Approved Repayment Agreement and FSS Escrow amounts. Permit negatives. Zero can be a valid entry.</p> <p>Note: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.</p> <p>This field holds the total of the Paid Amount fields (field 20) in the MAT30, Section 7 records.</p>
44	MOC	52670 #11.f	Total Voucher Amount Approved by a CA	450	10	Numeric	<p>Contract Administrator Use Only Permit negatives.</p> <p>This amount includes the sum of CA Approved Regular Payment Amount (field 35) and CA Approved Adjusted Payment Amount (field 36), CA Approved Special Claim Amounts (37 through 41), the CA Approved Miscellaneous Accounting Requests (42) and the CA Approved Repayment Agreement Amounts (43).</p> <p>Note: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575.</p>
Distribution of Subsidy Amount CA-Use Only							
45	MOC	52670 #12	Amount Applied to Mortgage	460	10	Numeric	<p>The amount HUD deducts from the voucher payment to apply to a HUD-held mortgage.</p> <p>Note: This amount assumes two decimal positions.</p>
46	MOC	52670 #13	Amount Applied to Debts	470	10	Numeric	<p>The amount HUD deducts from the voucher payment to apply to a debt owed by the mortgagor.</p> <p>Note: This amount assumes two decimal positions.</p>

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7.3 MAT30 Section 2: Assistance Payment Summary Record
(HUD 52670 & HUD 52670-A Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
47	MOC	52670 #14	Amount Paid to Project	480	10	Numeric	The amount paid to the project. Note: This amount assumes two decimal positions.
48	MOC	52670 #15	Amount Released from Reserves	490	10	Numeric	The dollar portion of Total Subsidy Authorized (III.5) released from the Residual Reserve Account. Note: This amount assumes two decimal positions.
49	MOC	CA Monitor	Voucher Approved Date	500	8	Date MMDDYYYY	Date Voucher was approved. Data Required for CA Monitoring Mandatory for CA Software. Fill with the date the voucher was approved by the CA.
50	MOC	CA Monitor	Amount of Correction	508	10	Numeric	Amount of overpayment or underpayment (negative) Data Required for CA Monitoring Mandatory for CA Software. Fill with the difference between total CA paid amount (Field 44 Total Voucher Amount Approved by a CA) and the total OA requested amount (Field 29 Total Subsidy Authorized) CA Paid Amount minus OA Requested amount. Note: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.
The following fields are to be used by site and CA software when exchanging full vouchers and by Site and CA software when transmitting to TRACS							
51	M		Created By	518	1	Alphanumeric	Indicates who created the file. S = Site, C = CA.
52	MOC		Anticipated Payment Date	519	8	Date MMDDYYYY	To be filled by the CA. Site zero or space fills.
53	MOC		File Status	527	1	Alphanumeric	P = Preliminary; F = Final. For CA use. When Field 51, Created By = S, leave blank. If a CA chooses to send sites a tentative voucher with the expectation that sites can correct problems and resubmit for the current month, this field will be valued with a P.

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7.3 MAT30 Section 2: Assistance Payment Summary Record
(HUD 52670 & HUD 52670-A Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							A voucher that is final (no corrections allowed) is valued with an F.
54			OA Vendor Data	528	20	Alphanumeric	Site software may fill this field with data the OA software vendor deems appropriate, CA software must return the same value in this field in its transmission to the OA
55	M*	52670 #6.f	Contracted Units Undergoing Rehab	548	4	Numeric	Zero can be a valid entry. The number of residential spaces in (6a.) that are undergoing rehab. These units are not counted in either the market or vacant unit counts.

7.4 MAT30 Section 3: Assistance Payment Detail Record

7.4 MAT30 Section 3: Assistance Payment Detail Record

(From 52670-A-1. Submit at least one record for each unit covered by the contract) These records must follow the Section 2 record.
Include a record for each TM and MO reported on the printed HAP.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal "3."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
							If the unit is assisted, fill based on the certification being billed. This includes certifications for assisted tenants billing 0 or negative assistance for Component 1 PH to PBRA RAD, 202 PRAC and 811 PRAC.
3	M		Last Name	7	20	Alphanumeric	If the Unit Status is Abated, fill with "Abated" If the Unit Status is Vacant, fill with "Vacant" If the Unit Status is Market, fill with "Market" If the Unit Status is Rehab, fill with "Rehab"
4	M		First Name	27	20	Alphanumeric	If the unit is assisted, fill based on the certification being billed

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7.4 MAT30 Section 3: Assistance Payment Detail Record

(From 52670-A-1. Submit at least one record for each unit covered by the contract) These records must follow the Section 2 record.
Include a record for each TM and MO reported on the printed HAP.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							<p>If the Unit Status is Abated, fill with "Abated"</p> <p>If the Unit Status is Vacant, fill with "Vacant"</p> <p>If the Unit Status is Market, fill with "Market"</p> <p>If the Unit Status is Rehab, fill based on the reason:</p> <p>"RAD" if this an initial RAD Rehab</p> <p>"Disaster" if rehab is caused by a PDD</p> <p>"Repair" if rehab is for Repairs</p>
5	MOC		Middle Initial	47	1	Alphanumeric	<p>If the unit is assisted, fill based on the certification being billed</p> <p>For Abated, Vacant, Market, and Rehab units, leave blank</p>
6	M		Unit Number	48	10	Alphanumeric	TRACS Unit Number. At least one record must be submitted for each subsidized unit currently being billed for the subsidy contract. In addition, there should be one record submitted for each Abated, Vacant, Market, and Rehab unit covered by the contract.
7	M*		Bedroom Count	58	2	Numeric	Number of bedrooms in the unit—0 for studio.
8	M		Contract Rent	60	6	Numeric	Contract Rent for the unit as of the voucher date.
9	M*		Utility Allowance	66	6	Numeric	Utility Allowance for the unit as of the voucher date.
10	M		Certification Type	72	2	Alphanumeric	<p>If the unit is assisted, the Certification Type legal values are AR, IR, MI, IC, MO, TM, UT, GR.</p> <p>For Abated, Vacant, Market, and Rehab units, fill with NA.</p> <p>Corrections should be indicated with a Y in Field 11. The certification type on which the payment detail billing is based.</p> <p>Note: A UT is reported only once on detail as is done on the printed HAP voucher. It is reported twice in Adjustments.</p>
11	MOC		Correction Flag	74	1	Alphanumeric	If the unit is assisted: Blank = No; Y = Yes. In other words, fill only if the value is Y indicating that the cert is a correction.

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7.4 MAT30 Section 3: Assistance Payment Detail Record

(From 52670-A-1. Submit at least one record for each unit covered by the contract) These records must follow the Section 2 record.
Include a record for each TM and MO reported on the printed HAP.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							For Abated, Vacant, Market, and Rehab units, leave blank.
12	M		Cert Effective Date	75	8	Date MMDDYYYY	If the unit is assisted, fill with the Effective Date of the certification. For Abated, Vacant, Market, and Rehab units fill with the voucher date: MM/01/YYYY.
13	M*		Requested Amount	83	6	Numeric	If the unit is assisted, fill with the amount requested by the OA. This value should be returned in the comparable CA created record. Zeros if not applicable or for a PRAC or Component 1 PH to PBRA RAD unit when an assisted tenant has zero assistance. A negative Assistance Payment amount is only appropriate for a PRAC or Component 1 PH to PBRA RAD unit. For Abated, Vacant, Market, and Rehab units fill with zeros. Note: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g. -00045. Positive numbers are unsigned. Note: If the CA is paying on a certification/unit for which the site did not bill, the requested amount is 0-filled by the CA.
14	MOC		Paid Amount	89	6	Numeric	This field contributes to the total in MAT30, Section 2, Field 18. Amount approved by the Contract Administrator. Zeros if not applicable or for a PRAC or Component 1 PH to PBRA RAD unit where an assisted tenant has zero assistance. A negative Assistance Payment Amount is only appropriate for a PRAC or Component 1 PH to PBRA RAD unit. For Abated, Vacant, Market, and Rehab units, fill with zeros. Both OA and CA software must do this.

M = Mandatory field; has a value not equal to spaces or zeros **M*** = Mandatory, zeros allowed **MOC** = Mandatory on condition(s) **F** = Future field; TRACS will value with the appropriate fill characters

7.4 MAT30 Section 3: Assistance Payment Detail Record

(From 52670-A-1. Submit at least one record for each unit covered by the contract) These records must follow the Section 2 record.
Include a record for each TM and MO reported on the printed HAP.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							<p>Note: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g. -00045. Positive numbers are unsigned.</p> <p>For use by CA software for Assisted units. Site software should 0-fill.</p> <p>This field contributes to the total in MAT30, Section 2, Field 35.</p>
15			OA Vendor Data	95	20	Alphanumeric	<p>To be used for OA vendor purposes and returned by CA software. To help with reconciliation.</p> <p>If the record is being created by a CA and is for a unit/tenant not submitted by the site, this field must be left blank.</p>
16	MOC		Unit Group Number	115	2	Alphanumeric	<p>Fill only if the unit is a group home residential space. Fill with the Group number of the physical unit of which the residential space is a part. In Group Homes, individual bedrooms within a physical unit are rented independently as units (residential spaces) in their own right. When this is the case, each bedroom is given a TRACS Unit Number. To help understand the relationship between these Unit Numbers and the physical unit, each physical unit must be assigned an ID (Unit Group Number) that is unique within the property. This allows a reviewer to understand the relation between the unit number assigned to a household/certification and the physical units.</p>
17	M		Next AR Date	117	8	Date	<p>Enter the Next Recertification Date from the current 50059 Basic Record Field 70,</p>

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7.5 MAT30 Section 4: Adjustment Payment Detail Record

7.5 MAT30 Section 4: Adjustment Payment Detail Record

(From 52670-A-3. Submit one record for each line for each adjustment) These records must follow the Section 3 records.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal "4."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Last Name	7	20	Alphanumeric	Fill based on the certification being billed
4	M		First Name	27	20	Alphanumeric	Fill based on the certification being billed
5	MOC		Middle Initial	47	1	Alphanumeric	Fill based on the certification being billed
6	M		Unit Number	48	10	Alphanumeric	TRACS Unit Number. Note: records should be ordered the same as for the signed voucher--by Unit by Household by Effective Date. Do not order records on the signed HAP or here by the Actual Unit Number. P = Prior; N = New
7	M		Billing Type	58	1	Alphanumeric	Blank = No; Y = Yes. In other words, fill only if the value is Y
8	MOC		New Certification	59	1	Alphanumeric	Certification Type: AR, AR-I, AR-O, IR, IR-I, IR-O, MI, MI-I, MI-O, IC, IC-I, IC-O, MO, TM, GR, UT-I, UT-O, MO-D, TM-D, TM-N, SU, SU-N. Note: MO-D = MO due to death of sole member. TM-D = TM Double Subsidy. TM-N = TM No Subsidy. SU = Suspension (ND, RR, RD). SU-N = Suspension No Subsidy (RH)
9	M		Certification Type	60	4	Alphanumeric	Note: Under 2.0.3.A, the only time UT-I and UT-O may be used is when the adjustment is for a certification transmitted as a

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7.5 MAT30 Section 4: Adjustment Payment Detail Record

(From 52670-A-3. Submit one record for each line for each adjustment) These records must follow the Section 3 records.

							<p><i>MAT70 UT. See Appendix H, Section 15 for a discussion of full cert UT adjustments.</i></p> <p>For 202D, full cert UTs may optionally be designated with the full cert type, a dash and I or O for the in and out transactions: IR-I, IR-O, AR-I, AR-O, MI-I, MI-O, IC-I, IC-O.</p> <p>For 203A, full cert UTs are required to be designated as follows: IR-I, IR-O, AR-I, AR-O, MI-I, MI-O, IC-I, IC-O.</p> <p>Corrections should be indicated in Field 10, Correction Flag. Do not use an * to indicate a Correction in this Certification Type field. When printing an adjustment on the signed HAP voucher, use the usual convention of indicating a correction with an * (AR*, IR*, TM-D*, etc.).</p>
10	MOC		Correction Flag	64	1	Alphanumeric	Blank = No; Y = Yes. In other words, fill only if the value is Y
11	M		Effective Date	65	8	Date MMDDYYYY	Certification Effective Date
12	M*		Assistance Payment	73	6	Numeric	<p>Assistance amount as of the Effective Date of the certification. Zeros permitted. A negative Assistance Payment amount is only appropriate for a PRAC unit or a Component 1 PH to PBRA RAD unit.</p> <p>Note: When the AP is negative for a Component 1 PH to PBRA RAD unit, the negative entry should be "offset" with a Miscellaneous Accounting Request using the Miscellaneous Accounting Request Code RADN.</p> <p>Note: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g. - 00045. Positive numbers are unsigned.</p>
13	M		Adjustment Start Date	79	8	Date MMDDYYYY	See MAT User Guide Appendix H and follow the rules for the adjustment period. The date entered here must match the date entered for the printed adjustment record.

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7.5 MAT30 Section 4: Adjustment Payment Detail Record

(From 52670-A-3. Submit one record for each line for each adjustment) These records must follow the Section 3 records.

14	M		Adjustment End Date	87	8	Date MMDDYYYY	See MAT User Guide Appendix H and follow the rules for the adjustment period. The date entered here must match the date entered for the printed adjustment record.
15	M*		Requested Amount	95	7	Numeric	The amount requested by the OA. This is a calculated amount based on the Assistance Payment and the Adjustment Start and End dates. The sign (positive or negative) matches that on the printed HAP voucher. This value should be returned in the CA created file. Zeros allowed. Note: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g. - 00045. Positive numbers are unsigned. Note: if the CA Initiated Field #18 is populated with a Y, then this field is 0-filled.
16	MOC		Paid Amount	102	7	Numeric	This field contributes to the total in MAT30, Section 2, Field 20. Amount approved by the Contract Administrator. Zeros allowed. Note: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g. - 00045. Positive numbers are unsigned. For use by CA software. Site software 0-fills the field.
17			OA Vendor Data	109	20	Alphanumeric	This field contributes to the total in MAT30, Section 2, Field 36. To be used for OA vendor purposes and returned by CA software. To help with reconciliation. Note: if the CA Initiated field is populated with a Y, this field is left blank.
18	MOC		CA Initiated	129	1	Alphanumeric	For CA use. Blank = No; Y = Yes. In other words, fill only if the value is Y. If the record is one created by CA software and that does not match a site record, fill with a Y. Site leaves blank.

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7.6 MAT30 Section 5: Approved Special Claim

7.6 MAT30 Section 5: Approved Special Claim

(Submit one or more Section 5 for each Special Claim Type)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal "5."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Claim Type Code	7	1	Alphanumeric	Values are: 1 = Unpaid Rent 2 = Damages 3 = Rent-Up Vacancy 4 = Regular Vacancy 5 = Debt Service
4	M		Claim ID	8	14	Alphanumeric	Used for an audit trail relating to the entity approving the Special Claims. HUD Field Offices enter the Claim ID assigned by the TRACS Special Claim Logging System on the Intranet. PB CAs use the 800 series CA ID in the first five positions. TCAs use their CA ID in the first five positions. Note: CAs may assign the same Claim ID to more than one Claim Type in a claim batch. TRACS will accept one Claim ID per Section 5 record per Claim Type (Vacancy, Debt Service, etc.).
5	M		Claim Amount	22	10	Numeric	Amount approved for the Special Claim. This is the amount being claimed by the site on the voucher. It should be the amount approved by the CA or HUD. This field contributes to the totals in MAT30, Section 2, Fields 22-26.

M = Mandatory field; has a value not equal to spaces or zeros **M*** = Mandatory, zeros allowed **MOC** = Mandatory on condition(s) **F** = Future field; TRACS will value with the appropriate fill characters

7.6 MAT30 Section 5: Approved Special Claim

(Submit one or more Section 5 for each Special Claim Type)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							Amount approved by the Contract Administrator. Zeros allowed. Note: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g. - 00045. Positive numbers are unsigned. For use by CA software. Site software should 0-fill. This field contributes to the totals in MAT30, Section 2, Fields 37-41. Note: If a CA rejects a claim submitted by the site (the CA pays \$0), the Section 5 record must be sent to both the site and TRACS.
6	MOC		Paid Amount	32	10	Numeric	
7			OA Vendor Data	42	20	Alphanumeric	To be used for OA vendor purposes and returned by CA software. To help with reconciliation.

7.7 MAT30 Section 6: Miscellaneous Accounting Request

7.7 MAT30 Section 6: Miscellaneous Accounting Request

(Submit one Section 6 for each Miscellaneous Payment Request)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal "6."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.

M = Mandatory field; has a value not equal to spaces or zeros M* = Mandatory, zeros allowed MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

7.7 MAT30 Section 6: Miscellaneous Accounting Request
(Submit one Section 6 for each Miscellaneous Payment Request)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
3	M		Misc. Request Type	7	4	Alphanumeric	<p>Note: SERV (Service Coordinator) is no longer a valid code.</p> <p>Note: UUTL = Unclaimed Utility Check is no longer a valid code. HUD has ruled that the value of unclaimed checks is not to be returned to the HUD but may stay with the OA. However, there is currently no guidance as to the proper uses of these funds.</p> <p>HOTM = Reversal of HOTMA Assistance Payment Adjustment. This is a temporary code valid only for 203A vouchers less than or equal to a date to be determined by HUD. Provisionally the date is 5/1/2024. A HOTM request is used for the case when a certification effective 1/1/2024 or later was submitted under 202D and subsequently corrected under 203A. If the correction causes the household's TTP to increase, the amount of the adjustment is the portion of the adjustment related to the implementation of the HOTMA rules. This amount is to be reversed automatically by OA software using the HOTM code. This keeps the OA whole. The reversal is only valid through the end of the 30-day notice period.</p> <p>Value Codes are:</p> <p>DRUG = Drug Related Expenses</p> <p>FORQ = Field Office initiated accounting adjustment</p> <p>OARQ = Owner/Agent initiated accounting adjustment</p> <p>RGRC = Adjustment for a Retroactive GRC that includes a UA decrease that drives a requirement to provide a 30-day notice to affected residents. Used to offset the adjustment when delay for approval is caused by HUD and/or a CA. May not be used when</p>

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7.7 MAT30 Section 6: Miscellaneous Accounting Request
(Submit one Section 6 for each Miscellaneous Payment Request)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							<p>OA is not compliant with OCAF or Contract Renewal requirements.</p> <p>RSPC = Recouped Special Claims Funds</p> <p>CEAD = Contract Expiration Adjustment</p> <p>EIVP = EIV Penalty. 5% of the voucher is subtracted to cover EIV noncompliance when applicable. Important Note: <i>The amount of the EIV Penalty is to be calculated based on the total voucher amount before calculating the penalty and before applying any RESR transaction that may be needed. The OA is responsible for initiating the EIVP transaction.</i></p> <p>RESR = Residual Receipts. Used to offset part of the voucher billing. See Notice H 2012-14 for instructions pertaining to the use of residual receipts in this context.</p> <p>INTA= Interest adjustment submitted by PBCA Note: <i>The "INTA" request type is valid only when submitted by a PB CA to report the amount of Interest Earned on the specific Project Account to HUD.</i></p> <p>Note: The new codes below may be used on any voucher submitted under TRACS 2.0.3.A.</p> <p>RADN = Used by an OA to recover negative regular tenant assistance for a Component 1 PH to PBRA RAD tenant whose assistance is negative. The negative assistance appears on the voucher in the Assistance Payment Detail record and the OA is permitted to retain that money.</p>

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7.7 MAT30 Section 6: Miscellaneous Accounting Request
(Submit one Section 6 for each Miscellaneous Payment Request)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							<p>RADZ = Used to zero-out the voucher during Year 1 of a RAD conversion under Component 1 PH to PBRA RAD. Note: Year 1 is defined as the time from the RAD Contract Date through December 31 of the same year. The January voucher at the start of year 2 is not a Year 1 voucher even though it is submitted during Year 1.</p> <p>RADR = Used to request Rehab Assistance under a RAD conversion under Component 1 PH to PBRA RAD. There is one Miscellaneous Request per voucher month receiving Rehab Assistance but multiple months' requests may appear on a single voucher. The RADR Comment field must contain the voucher month/year of the rehab assistance being requested. For example: "January 2020 Rehab Assistance Payment." This permits multiple months of Rehab Assistance to be requested on a voucher if the owner failed to request it earlier.</p> <p>There are no Rehab Assistance payments applicable to Component 1 Mod Rehab to PBRA RAD or Component 2 RAD conversions.</p> <p>The units undergoing rehab appear on the count of Rehab units on the voucher cover page.</p> <p>RDRV = Used to reverse the portion of a unit/tenant net adjustment attributable to the Year of Conversion.</p> <p>RPMT = Used to record Repayment Agreement payments by tenants who have moved out of the property where the agreement was executed.</p>
4	MOC		HOH Last Name	11	20	Alphanumeric	Mandatory for RADN and RDRV Adjustments, optional for others where applicable. Last Name of the current head of

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7.7 MAT30 Section 6: Miscellaneous Accounting Request (Submit one Section 6 for each Miscellaneous Payment Request)							
MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							household associated with the transaction. Leave blank for RPMT requests.
5	MOC		HOH First Name	31	20	Alphanumeric	Mandatory for RADN and RDRV Adjustments, optional for others where applicable. First Name of the current head of household associated with the transaction. Leave blank for RPMT requests.
6	MOC		Unit Number	51	10	Alphanumeric	Mandatory for RADN and RDRV Adjustments, optional for others where applicable. Unit Number associated with the transaction. Leave blank for RPMT requests.
							Permit negative. Zero allowed. Note: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned. Note: Site software must fill with a non-zero amount. If the transaction is being initiated by CA software, the field is 0-filled. Note: No matter what the Misc. Request Type, the amount field can be positive or negative. This is to allow for reversals or corrections of previously submitted requests. For example, EIVP is used both to assess the penalty and to recover the funds when back in compliance.
7	M*		Misc. Request Amount	61	10	Numeric	This field contributes to the total in MAT30, Section 2, Field 27.
8			Comment	71	78	Alphanumeric	Text useful to describe the transaction. Note: Owner/Agents are required to provide enough information in the Comment for a CA or HUD reviewer to determine the purpose of the transaction. When applicable, specify, the Unit Number, Tenant Name, Transaction Month and the reason for the transaction.

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7.7 MAT30 Section 6: Miscellaneous Accounting Request
(Submit one Section 6 for each Miscellaneous Payment Request)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							<p>For a HOTM transaction, enter the certification effective date here in MM/DD/YYYY format.</p> <p>For a RADN transaction, the Comment field must be filled as follows. Assistance/Adjustment (Position 1, left justified, length 6), Cert Type (Position 8, left justified, length 5), Cert Effective Date (Position 15, left justified, length 10), Prior/New (Position 26, left justified, length 1), Cert Assistance (Position 28, right justified, length 6). The periods are intended to help indicate field length. There are blanks between fields.</p> <p>12345678901234567890123456789012345678901234567890123 23 ASSIST AR-I* MM/DD/YYYY . nnnnnn ADJUST AR-I* MM/DD/YYYY P nnnnnn ADJUST AR-I* 12/31/2017 N 999999 ADJUST IR 02/01/2017 N 99 ADJUST MI 12/31/2017 P 999</p> <p>For a RDRV transaction fill as follows: YOC adjustment reversal for Unit X and tenant HOH LAST NAME</p> <p>For a RPMT transaction fill as follows: Payment of \$X with Retention of \$Y</p>
9	MOC		Paid Amount	149	10	Numeric	<p>Amount approved by the Contract Administrator. Zeros allowed.</p> <p>Note: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g. - 00045. Positive numbers are unsigned.</p> <p>For use by CA software. Site software should 0-fill. This field contributes to the total in MAT30, Section 2, Field 42.</p>

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7.7 MAT30 Section 6: Miscellaneous Accounting Request
(Submit one Section 6 for each Miscellaneous Payment Request)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
10			OA Vendor Data	159	20	Alphanumeric	To be used for OA vendor purposes and returned by CA software. To help with reconciliation.

7.8 MAT30 Section 7: Repayments and Escrows

7.8 MAT30 Section 7: Repayments and Escrows

(Submit one Section 7 record for each individual agreement or escrow transaction during the voucher month)
Note: Repayment Agreement Payments by tenants who have moved out of the property, are reported as Miscellaneous Accounting Requests of type RPMT.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal "7."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Record Type	7	2	Alphanumeric	R = Repayment Agreement F = Family Self Sufficiency Escrow Note: If the record being submitted is a baseline record for the Agreement ID, append a B to the Type above: RB or FB. A baseline transaction does not incorporate any payments or changes to the agreement/escrow. Agreement Change Amount, Payment Amount and Requested Amount must be 0.
4	MOC		Head Last Name	9	20	Alphanumeric	Last name of the Head of Household based on the current certification or the certification in effect at time of MO. For Repayment Agreements: Required for Agreement Types T and N (Tenant and No Agreement). Must be blank if Agreement Type O (Owner/Agent) applies to more than one unit. EIV ignores type O transactions when importing Repayment records. For Family Self Sufficiency Escrows: Required for all transaction types.

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7.8 MAT30 Section 7: Repayments and Escrows

(Submit one Section 7 record for each individual agreement or escrow transaction during the voucher month)

Note: Repayment Agreement Payments by tenants who have moved out of the property, are reported as Miscellaneous Accounting Requests of type RPMT.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
5	MOC		Head First Name	29	20	Alphanumeric	<p>First name of the Head of Household based on the current certification or the certification in effect at time of MO.</p> <p>For Repayment Agreements: Required for Transaction Types T and N (Tenant and No Agreement). Must be blank if Agreement Type O (Owner/Agent) applies to more than one unit.</p> <p>For Family Self Sufficiency Escrows: Required for all transaction types.</p>
6	MOC		Unit Number	49	10	Alphanumeric	<p>Household's TRACS unit number as of the first of the month of voucher creation or the unit number at the time the tenant moved out.</p> <p>For Repayment Agreements: Required for Agreement Type T and N (Tenant and No Agreement). Must be blank if Agreement Type O (Owner/Agent) applies to more than one unit.</p> <p>For Family Self Sufficiency Escrows: Required for all transaction types.</p>
7	M		Agreement ID	59	12	Alphanumeric	<p>Must be unique within the project/community over all record types. The ID is set by the OA and would need to be transferred if the OA changed software. May be the agreement/escrow date if unique.</p> <p>For Repayment Agreements: The Agreement ID is required even if the record is for a reversing entry that is not associated with a written and signed Repayment Agreement. This allows an Agreement Type N to be changed into an actual Repayment Agreement simply by sending a record and setting the Agreement Type to T. The ID remains constant even if the agreement is renegotiated and a new agreement executed.</p>

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7.8 MAT30 Section 7: Repayments and Escrows

(Submit one Section 7 record for each individual agreement or escrow transaction during the voucher month)

Note: Repayment Agreement Payments by tenants who have moved out of the property, are reported as Miscellaneous Accounting Requests of type RPMT.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							A new ID must be assigned to each agreement resulting from a different instance of misreporting even if all instances are covered by a single executed agreement or a None agreement. For Family Self Sufficiency Escrows: Each FSS Contract of Participation must have its own ID.
							For Repayment Agreements: If the transaction is associated with a signed Repayment Agreement, fill with the date of the Repayment Agreement (the date of the agreement or, in the absence of an agreement date, the tenant signature date). If an agreement is modified (either by changing the payment terms of the agreement or by executing a new agreement and closing out the old one), the date is that of the original agreement. This allows HUD to track the full sequence of payments associated with the original misreporting. Allow for this field to accept past dates for current active Repayment Agreements. If there is no agreement (a reversing transaction not associated with a Repayment Agreement—Agreement Type N) fill with the date the reversing transaction is created or the voucher date. <i>Note: If multiple instances of misreporting are covered by a single executed agreement and/or a None agreement, there must be multiple Section 7 records (one for each instance of misreporting) each with its own ID and agreement date. The Agreement Date must reflect when the agreement is revised (or a new agreement is created) to cover the new instance of misreporting. Future dates are never appropriate.</i> For Family Self Sufficiency Escrows: The date of the Contract of Participation
8	M		Agreement Date	71	8	Date	
9	MOC		Agreement End Date	79	8	Date	For Repayment Agreements: NA

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7.8 MAT30 Section 7: Repayments and Escrows

(Submit one Section 7 record for each individual agreement or escrow transaction during the voucher month)

Note: Repayment Agreement Payments by tenants who have moved out of the property, are reported as Miscellaneous Accounting Requests of type RPMT.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							For Family Self Sufficiency Escrows: The end date of the Contract of Participation.
10	M		Transaction Type: Formerly Agreement Type	87	1	Alphanumeric	<p>For Repayment Agreements: T, O or N. T = Tenant Repayment Agreement transaction. O = Owner/Agent Repayment Agreement transaction. N = None or No Agreement.</p> <p>Note: Type None is used when tenant has signed certifications (creating adjustments) but has not signed a formal Repayment Agreement.</p> <p>Print on the form as Tenant, Owner or None.</p> <p>For Family Self Sufficiency Escrows: E, D, W or C. E = Execution of the FSS ITSP Agreement and establishing the Escrow Account; D = Deposit to Escrow Account; W = Withdrawal/Disbursement to the tenant; C = Cancellation of Escrow—Funds remain with the owner.</p>
11	MOC		Status	88	2	Alphanumeric	<p>All Repayment Agreement Records and all Records for FSS Escrow Accounts must have a status code. See MAT User Guide Chapter 4, Paragraph 4.9 Repayments and Escrows for the rules for what records to include on the first 2.0.3A voucher transmission.</p> <p>When the description for a status indicates, "Normally no further transactions are submitted for this ID", this assumes that the status has been entered correctly and there is no cause to change the status later on. However, situations may arise that result in a new transmission for the ID with a new status or correcting the numbers related to the prior transaction.</p>

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7.8 MAT30 Section 7: Repayments and Escrows

(Submit one Section 7 record for each individual agreement or escrow transaction during the voucher month)

Note: Repayment Agreement Payments by tenants who have moved out of the property, are reported as Miscellaneous Accounting Requests of type RPMT.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							<p>AV – Active – (Repayment) Current resident is in repayment and is making periodic payments. Must appear on the voucher each month.</p> <p>AV – Active – (FSS) Current resident is compliant with FSS requirements outlined in the FSS contract. Must appear on the voucher each month.</p> <p>CO – Completed (Repayment) – Repayment Agreement fulfilled. All assistance-paid-in-error has been returned to HUD. Repayments with this status only appear on the voucher one time when the CO status is indicated. Normally no further transactions are submitted for this ID.</p> <p>CO – Completed (FSS) – FSS Agreement fulfilled. Resident has completed the agreement and Escrow funds have been distributed as appropriate. FSS Agreements with this status only appear on the voucher one time when the CO status is indicated. Normally no further transactions are submitted for this ID.</p> <p>IA – Inactive – (Repayment only) Current resident is in repayment but has missed three consecutive payments. The fourth submission must include a payment or the Status Code must be changed to IA (Inactive), MO (Moved out Inactive), TE (Terminated) SU (Suspended), CO (Completed) or RV (Reversed) as appropriate. Current resident returns to Active Status once a single payment is received. OA may manually initiate inactive status if the OA has opted to stop accepting payments for the Repayment Agreement in order to pursue termination of tenancy/eviction. Must appear on the voucher each month.</p>

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7.8 MAT30 Section 7: Repayments and Escrows

(Submit one Section 7 record for each individual agreement or escrow transaction during the voucher month)

Note: Repayment Agreement Payments by tenants who have moved out of the property, are reported as Miscellaneous Accounting Requests of type RPMT.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							<p>Note: The MA status code has been removed.</p> <p>MO – Moved out – (Repayment only) Report this status on the voucher immediately following a tenant move-out. Repayments with this status only appear on the voucher one time and may or may not include a payment. No further transactions are submitted for this ID. Should the tenant make payments after move-out, report them as a Miscellaneous Accounting Request using the new RPMT code.</p> <p>SU – Suspended - (Repayment only) Current resident is in repayment but income has been reduced and resident is unable to make regular periodic payments. Resident returns to Active Status once a single payment is received. Must appear on the voucher each month.</p> <p>TE – Terminated – (Repayment) – Do not use this code if income is reduced and the resident can no longer make payments. Use SU instead. Use TE when OA is unable to enforce Repayment Agreement terms due to outside decisions such as a court order. Normally no further transactions are submitted for this ID. <i>Note – if a judge throws out the agreement and says that the tenant does not need to pay, terminate the agreement reducing the amount and balance to zero. In some cases, the judge will reduce the amount owed. See Repayment Examples 17-20 in the CalculationsForRepayments spreadsheet.</i></p> <p>TE – Terminated (FSS) – Current resident has withdrawn or been removed from the FSS Agreement/program. Per the final FSS rule, the escrow money stays with the owner. FSS agreements with this status only appear on the voucher one time</p>

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7.8 MAT30 Section 7: Repayments and Escrows

(Submit one Section 7 record for each individual agreement or escrow transaction during the voucher month)

Note: Repayment Agreement Payments by tenants who have moved out of the property, are reported as Miscellaneous Accounting Requests of type RPMT.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							when the TE status is indicated. Normally no further transactions are submitted for this ID.
							TR – Transfer – (Repayment) Applies to Owner Repayment Agreements Only. Use when the Owner Agreement has been transferred to the LOCCS financial system. The outstanding balance of the agreement is reduced to 0 with this transaction. No further transactions are submitted for this ID. Do not include a payment with this transaction. If there is a payment for the same month, first post the payment and then add a TR record.
							TR – Transferred to Another Property – (FSS only) Former resident is still participating in and fulfilling the requirements under the FSS program. FSS Agreements with this status only appear on the voucher one time when the TR status is indicated. Normally no further transactions are submitted for this ID. Depending on the circumstance (the transfer is to another multifamily project or to a PIH property) the transaction numbers will either follow the rules for a Termination or a Completion. Check with HUD for guidance when this situation arises.
							RV – Reversed – (Repayment) Use when the resident (current or former) should not have been subject to repayment. Resident was not responsible for returning any housing assistance to HUD. Agreements with this status only appear on the voucher one time when the RV status is indicated. Normally no further transactions are submitted for this ID.
							RV – Reversed – (FSS) Use when the resident (current or former) is assigned an FSS Agreement in error (usually wrong resident). Agreements with this status only appear on the voucher one time when the RV status is indicated. Normally no further transactions are submitted for this ID.

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7.8 MAT30 Section 7: Repayments and Escrows

(Submit one Section 7 record for each individual agreement or escrow transaction during the voucher month)

Note: Repayment Agreement Payments by tenants who have moved out of the property, are reported as Miscellaneous Accounting Requests of type RPMT.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
12	MOC*		Beginning Agreement Amount	90	10	Numeric	<p>For Repayment Agreements: The Ending Agreement Amount from the transaction just prior to this one. If this is the first transaction for this Agreement ID, the value is 0.</p> <p>For Family Self Sufficiency Escrows: NA</p>
13	MOC*		Agreement Change Amount	100	10	Numeric	<p>Permit negative.</p> <p><i>Note: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.</i></p> <p>For Repayment Agreements: The amount by which the agreement amount is changing with this transaction. For an original reversing entry, the change amount is equal to the agreement amount. See 203ACalculationsForRepayments.xlsx for examples.</p> <p>For Family Self Sufficiency Escrows: NA</p>
14	M*		Ending Agreement Amount (formerly Agreement Amount)	110	10	Numeric	<p>Ending Agreement Amount = Beginning Agreement Amount + Agreement Change Amount. Note that this amount may never be negative.</p>
15	M*		Beginning Balance	120	10	Numeric	<p>Ending Balance from the transaction immediately prior to the current transaction. Will be 0 for the initial transaction establishing the record type and Agreement ID.</p>
16	M*		Total Payment	130	10	Numeric	<p>Note: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.</p> <p>Note: a regular payment is reported as a positive number.</p> <p>For Repayment Agreements: For a Reversal, this is equal to the lump sum tenant or owner payment amount, if any. For a tenant or owner payment this is the amount collected this month. Tenant payments are entered as positive amounts. Note that AV</p>

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7.8 MAT30 Section 7: Repayments and Escrows

(Submit one Section 7 record for each individual agreement or escrow transaction during the voucher month)
Note: Repayment Agreement Payments by tenants who have moved out of the property, are reported as Miscellaneous Accounting Requests of type RPMT.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
							Status is not required to have a non-zero payment. Zero is a valid payment. For Family Self Sufficiency Escrows: The amount of the current transaction. Deposits are entered as negative amounts. Note that 0 is a valid deposit amount for an AV status.
17	M*		Ending Balance	140	10	Numeric	Agreement or Escrow balance. Ending Balance = Beginning Balance – Total Payment + Agreement Change Amount. Note: This value may never be negative.
18	MOC*		Amount Retained	150	10	Numeric	Permit negative. Note: Enter negatives as right-adjusted, zero-filled negative numbers e.g. –000000575. Positive values are unsigned. Note: the amount retained related to a regular payment is reported as a positive number. For Repayment Agreements: The amount of expenses retained is the lesser of accumulated unreimbursed expenses or 20% of the Total Payment, Field 16. Used only for tenant payments or payment reversals and in cases where the Status code is TE. See TE examples 17-20 on the Repayment Examples tab of the CalculationsForRepayments spreadsheet . As shown in the examples, there are cases the Amount Retained may violate the 20% rule when the TE code is used. Note that retention does not apply to Owner agreements, only to Tenant or None agreements. For Family Self Sufficiency Escrows: Only used for Transaction Type W and is set to the amount being disbursed to the tenant and for Transaction Type D when depositing interest.

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7.8 MAT30 Section 7: Repayments and Escrows

(Submit one Section 7 record for each individual agreement or escrow transaction during the voucher month)

Note: Repayment Agreement Payments by tenants who have moved out of the property, are reported as Miscellaneous Accounting Requests of type RPMT.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
19	M*		Amount Requested	160	10	Numeric	<p>The amount of this transaction. This total is included in the MAT30, Section 2.</p> <p>Amount Requested = Agreement Change Amount - Total Payment + Amount Retained</p> <p>Permit negative. Zeros allowed.</p> <p>Note: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.</p> <p>This field contributes to the total in MAT30, Section 2, Field 28</p> <p>For Repayment Agreements: No special instructions.</p> <p>For Family Self Sufficiency Escrows: No special instructions.</p>
20	MOC*		Paid Amount	170	10	Numeric	<p>Amount approved by the Contract Administrator. Zeros if not applicable.</p> <p>Note: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g. -00045. Positive numbers are unsigned.</p> <p>For use by CA software. Site software should 0-fill.</p> <p>This field contributes to the total in MAT30, Section 2, Field 43.</p>
21			OA Vendor Data	180	20	Alphanumeric	<p>To be used for OA vendor purposes and returned by CA software. To help with reconciliation.</p>
<p>Note: See 203ACalculationsForRepayments.xlsx for examples of how to fill the fields and Chapter 4, Section 4.9, Repayments and Escrows for general information on the use of this record type.</p>							

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7.9 MAT31: Delete Voucher Record

7.9 MAT31: Delete Voucher Record							
MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Record Identifier	1	5	Alphanumeric	Value must equal "MAT31."
2	M		Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.3.A." TRACS Release = 2.0.3. TRACS Version = A
3	M		Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
4	M		Voucher ID	18	10	Numeric	Submit the Voucher ID for the voucher to be deleted. Note: DD is always "01."
5	M	52670 #8.a	Voucher Date	28	8	Date MMDDYYYY	Voucher date of the voucher being deleted.
6	M	52670 Part V	Owner Name	36	45	Alphanumeric	
7	M	52670 Part V	Owner Signed Name	81	45	Alphanumeric	

7.10 VCHND Voucher Batch Trailer Record

7.10 VCHND Voucher Batch Trailer Record						
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "VCHND."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.3.A" TRACS Release = 2.0.3. TRACS Version = A
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record including the VCHND. Each VCHND must be paired with a preceding VCHHR.

M = Mandatory field; has a value not equal to spaces or zeros **M*** = Mandatory, zeros allowed **MOC** = Mandatory on condition(s) **F** = Future field; TRACS will value with the appropriate fill characters

7.11 VCHER Voucher MAT Error Record

7.11 VCHER Voucher MAT Error Record						
MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
1	M	Processing Mailbox ID, Filler, and Project's iMAX ID (formerly Telecom Address)	N/A	24	Alphanumeric	<p>Processing Mailbox ID value: @*@</p> <p>Sender's iMAX ID (formerly Telecom Address) has been discontinued. TRACS obtains this information from the TRACSMail Header. All messages related to the transmission are returned to this address. The filler is 10 characters after the "@*@" (not including spaces).</p> <p>Project's iMAX ID (formerly Telecom Address) is the project's telecommunications identifier assigned by HUD. The first 5 characters after the Sender's iMAX ID (formerly Telecom Address) must contain "TRACM". The next 5 positions are the HUD assigned number. (Formerly Mailbox ID)</p>
2		Record Identifier	Record ID:	5	Alphanumeric	Value: "VCHER."
3		Release/Version Number	Release/Version:	7	Alphanumeric	Value must equal "2.0.3.A" TRACS Release = 2.0.3. TRACS Version = A
4		Record Number	Record Number:	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
5		Original Date Stamp	Original Date:	8	Date	MMDDYYYY – The date stamp of the original transmission to which these error records apply.
6		Original Time Stamp	Original Time:	6	Time	HHMMSS – The time stamp of the original transmission to which these error records apply.
7		Tenant Number	Tenant Number:	10		Blank

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7.11 VCHER Voucher MAT Error Record						
MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
8		Record Type Error	Record Type Error:	5	Alphanumeric	Value: "MAT30," "MAT31," "VCHHR" or "VCHND."
9		Record Section Error	Record Section Error:	1	Alphanumeric	Contains the section in which the error occurred if this record type has sections, otherwise leave blank.
10		Record in Error Record Number	Record in Error:	5	Numeric	Contains the sequential record number of the record in error.
11		Field Number in Error	Field Number in Err:	4	Numeric	Contains the field number of the field within the record that has the error.
12		Field Contents in Error	Field Content in Err:	50	Alphanumeric	Contains the field contents in error. Field content is truncated after 50 characters. In some cases, this field may contain a message instead of field contents. "MSG" will prefix this message.
13		Type Field Error	Type Field Error:	2	Alphanumeric	Values: D, F, N, P, T, X, A1, A2, A3, A4, A5, A6, A7, A8, A9, 10, 11, 12, V1, V5, or V8 Space = not field error See Appendix C of the MAT User Guide for associated message.
14		Type Mandatory Error	Type Mandatory Err:	2	Alphanumeric	Values: 2, K, S, V, Z, V2, or V4 Space = not mandatory error See Appendix C of the MAT User Guide for associated message.
15		Transmission Record Count Error	Trans Rec Cnt Err:	2	Alphanumeric	Values: E, Q, R, W, VO, V3 or V7 Space = not a count or sequence error See Appendix C of the MAT User Guide for associated message.
16		Site Reported Count	Site Rptd Count:	6	Numeric	If field #15 contains "E" or "Q," this will be the site reported value.
17		MAT Calculated Count	MAT Calculated Count:	6	Numeric	If field #15 contains "E" or "Q," this will be the MAT calculated value. (For example, field #12 in VCHHR contains the number of vouchers (MAT30s) in this transmission. If the site reports 20 MAT30s and the

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7.11 VCHTR Voucher MAT Error Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
						MAT counts only 19 MAT30s, then field #16 in this record (VCHTR) will contain 20 and field #17 will contain 19).
18		Error Message Text	Error Message:	78	Alphanumeric	This field contains the error message text that is associated with an error code. The error codes and associated messages are defined in an Appendix of the MAT User Guide.

7.12 VCHTR Voucher MAT Trailer Record

7.12 VCHTR Voucher MAT Trailer Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
1	M	Processing iMAX ID and Project's iMAX ID	N/A	24	Alphanumeric	<p>@*@ Processing iMAX ID, Project's iMAX ID</p> <p>Sender's iMAX ID has been discontinued. TRACS obtains this information from the iMAX Header. All messages related to the transmission are returned to that address.</p> <p>Project's iMAX ID is the project's ID assigned by HUD. The first 5 characters must contain "TRACM". The next 5 positions are the HUD assigned number.</p> <p>An example field as filled by TRACS is: @*@ TRACM22222TRACM33333</p>
2		Record Identifier	Record ID:	5	Alphanumeric	Value: "VCHTR"
3		Release/Version Number	Release/Version:	7	Alphanumeric	<p>Value must equal "2.0.3.A"</p> <p>TRACS Release = 2.0.3.</p> <p>TRACS Version = A</p>

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7.12 VCHTR Voucher MAT Trailer Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
4		Record Number	Record Number:	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
5		Original Date Stamp	Original Date:	8	Date	MMDDYYYY – The date stamp of the original transmission to which these error records apply.
6		Original Time Stamp	Original Time:	6	Time	HHMMSS – The time stamp of the original transmission to which these error records apply.
7		Error Date Stamp	Error Date:	8	Date	MMDDYYYY – The date stamp of this transmission.
8		Error Time Stamp	Error Time:	6	Time	HHMMSS – The time stamp of this transmission, not the actual time transmission occurred.
9		OA Defined Data	OA Defined Data:	20	Alphanumeric	The same value as contained in the VCHHR field #6.
10		Sender Name	Sender Name:	15	Alphanumeric	Sender's name.
11		Sender Street Address	Sender Address:	20	Alphanumeric	Sender's address.
12		Sender City Name	Sender City:	15	Alphanumeric	Sender's city.
13		Sender State	Sender State:	2	Alphanumeric	Sender's state.
14		Sender Zip Code	Sender Zip:	5	Numeric	Sender's zip code.
15		Total Number Error Records	Total Error Recs:	6	Numeric	The total number of type VCHER records sent.
16		Total Number of Field Errors	Total Field Err:	6	Numeric	The total number of field edit errors.
17		Total Number of Mandatory Errors	Total Mandatory Err:	6	Numeric	The total number of mandatory field errors.
18		Total Number of Record Count Errors	Total Rec Cnt Err:	6	Numeric	The total numbers of record count errors.
19		OA Software Vendor	OA Software Vendor:	20	Alphanumeric	Name of the software product used by the OA to create this submission.

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7.12 VCHTR Voucher MAT Trailer Record

MAT Field	Note	Field Name	Field Label	Maximum Field Length	Field Type	Edits/Source/Results
20		OA Software Release/Version	OA Software Rel/Ver:	10	Alphanumeric	The release or version number associated with the software used by the OA to create this submission.
21		CA Software Vendor	CA Software Vendor:	20	Alphanumeric	Name of the software product used by the CA to create this submission.
22		CA Software Release/Version	CA Software Rel/Ver:	10	Alphanumeric	Mandatory for CA or other entities receiving submissions and forwarding them to TRACS. The release or version number associated with the software used to create this submission.
23		Agency Defined Data	Agency Defined Data:	20	Alphanumeric	Data defined by CA or other entities receiving submissions and forwarding them to TRACS.
24		Sender Name	Sender Name:	15	Alphanumeric	Sender's name.
25		Response Message Text	Response Message:	45	Alphanumeric	Value: "NO ERRORS DETECTED IN THIS MAT SUBMISSION" or "<#of> ERRORS DETECTED IN THIS MAT SUBMISSION"

M = Mandatory field; has a value not equal to spaces or zeros **M*** = Mandatory, zeros allowed **MOC** = Mandatory on condition(s) **F** = Future field; TRACS will value with the appropriate fill characters