# MAT Voucher Payment System Record Formats and Definitions

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**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 5: 5.33 for special instructions that apply in addition to those in this chapter.

**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.

## 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 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.  *Note: Contract Administrators should not modify this field. Use the Agency Defined Data field below.* | |
| 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.  *Note: Must equal “1” or “0” (zero).* | |
| 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 |  | Contract Designation (formerly Subsidy Type. See field 43 for the new version of the field). | 184 | | 1 | | Alphanumeric | | Valid values are:  E = Elderly  D = Disabled  B = Both Elderly and Disabled  Blank = N/A or the contract has no Elderly or Disabled status requirement for admission | |
| 18 | **F** | Property ID | | 185 | | 10 | | Numeric | |  |
| 19 | **MOC** | Project Number | 195 | | 8 | | Alphanumeric | | 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.  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](mailto:TRACS@hud.gov).  SPRAC???  ***Note:*** *Do not enter a project number for FmHA projects.*  Sample entries are provided below:   * FHA Insured Projects – 12144026 * Elderly Housing Projects – 121EH001 * Other Noninsured Projects – 121001Nl | |
| 20 | **MOC** | Contract Number | 203 | | 11 | | Alphanumeric | | Mandatory for Section 8, 202/8, 202 PAC, 202 PRAC, 811 PRAC, SPRAC 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. | |
| 21 | **M** | Total Records Sent | 214 | | 6 | | Numeric | | 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. | |
| 22 | **M** | Project’s iMAX ID | 220 | | 10 | | Alphanumeric | | The project’s iMAX identifier assigned by HUD. Positions 1-5 must contain “TRACM.” The last 5-positions are the HUD assigned number.  Example: TRACM12345 | |
| 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.  *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.* | |
| 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”.  *Note: This field should not be entered manually. It should be emitted by the software generating the record.* | |
| 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.  ***Note:*** *This field should not be entered manually. It should be emitted by the software generating the record.* | |
| 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**.  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 | | **Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.**  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.”  ***Note:*** *This field should not be entered manually. It should be emitted by the software generating the record.* | |
| 30 | **MOC** | CA Software Release/Version | 311 | | 10 | | Alphanumeric | | **Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS.**  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.  ***Note:*** *This field should not be entered manually. It should be emitted by the software generating the record.* | |
| 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 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.** | | | | | | | | | | |
| 41 | **MOC** | Domestic Parent UEI | 420 | | 12 | | Alphanumeric | | Fill for all subsidy types if there is a Domestic Parent.  Domestic Parent UEI  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.  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. | |
| 42 | **MOC** | Global Parent UEI | 432 | | 12 | | Alphanumeric | | Fill for all subsidy types if there is a Global Parent.  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.  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. | |
| 43 | **M** | Subsidy Type | 444 | | 2 | | Alphanumeric | | TRACS will use this Subsidy Type for all transactions under this VCHHR. Valid codes are:  1 = Section 8  2 = Rent Supplement (Not Active)  3 = RAP (Not Active)  6 = 811 PRA  7 = Section 202 PRAC  8 = Section 811 PRAC  9 = Section 202/162 PAC  10 = SPRAC  11 = Section 202/8  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.  For transmissions submitted under 203A:   * 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.   *Note: Fill field 4 (Type of Subsidy) of the HUD 52670, with the text following the equal sign above.* | |
| 44 | **MOC** | RAD Conversion Type | 446 | | 1 | | Alphanumeric | | Valid values are:  1 = Component 1 PH to PBRA RAD  2 = Component 2 - Mod Rehab, Component  3 = Component 2 - Rent Supp/RAP to PBRA RAD  4 = PBRA RAD for 202 PRAC  5 = PBRA RAD for 811 PRAC  Blank = N/A or Not a RAD Conversion | |
| 45 | **MOC** | Year of RAD Conversion | 447 | | 4 | | Numeric | | Zero fill if not a RAD Conversion. Otherwise enter the 4-digit year of conversion. Valid values are:  2015  2016  2017  2018  2019  2020  2021  2022  2023  2024  2025 | |

## 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. |

## 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 | If voucher is a first-time submission for the contract number and voucher month/year, must enter 9999999999.  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.  ***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.* |
| 4 | | **M** | 52670  #8.a | Voucher Date | 17 | 8 | Date  MMDDYYYY | Enter the month and year for which the assistance is requested.  *Note: DD is always “01.”* |
| 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 |
| 7 | | **M\*** | 52670  #6.a | Total Units in Contract | 69 | 4 | Numeric | Zero can be a valid entry.  Maximum number of residential spaces for which assistance may be claimed under the contract. Do not include HUD-approved, nonrevenue producing units.  ***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.*  ***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.*  ***Note:*** *The sum of items 6.b through 6.f below must equal 6.a.* |
| 8 | | **M\*** | 52670  #6.b | Number of Units Receiving Subsidy | 73 | 4 | Numeric | Zero can be a valid entry.  The number of residential spaces in (6a.) for which regular assistance is claimed for the entire month.  Do not include HUD-approved, nonrevenue producing units.  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.  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.  *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).* |
| 9 | | **M\*** | 52670  #6.c | Number of Units Abated | 77 | 4 | Numeric | Zero can be a valid entry.  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.  For 202 PRAC and 811 PRAC contracts fill this field with 0 (Zero).    ***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) is counted as Abated when given that status and the number of vacant units is decreased by 1.* |
| 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, SPRAC 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 13 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 13 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”. |
| 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.  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.*  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.  ***Note:*** *Enter negatives as right-adjusted, zero-filled negative numbers e.g. –000000575. Positive numbers are unsigned.*  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.  ***Note:*** *Enter negatives as right-justified, zero-filled negative numbers e.g. –000000575. Positive values are unsigned.* |
| 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  Approved by CA | 360 | 10 | Numeric | **Contract Administrator Use Only**  Amount of Regular Assistance Payment approved by the CA. Permit negatives.  ***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 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.  ***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 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). |
| 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. |
| 43 | | **MOC** | 52670  #11.e | Total Amount of Repayment/Escrow Amounts Approved by CA | 440 | 10 | Numeric | **Contract Administrator Use Only**  Sum of CA Approved Repayment Agreement and FSS Escrow amounts. 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 20) in the MAT30, Section 7 records. |
| 44 | | **MOC** | 52670  #11.f | Total Voucher Amount Approved by a CA | 450 | 10 | Numeric | **Contract Administrator Use Only**  Permit negatives.  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).  ***Note:*** *Enter negatives as right-adjusted, zero-filled negative numbers e.g. –000000575.* |
| Distribution of Subsidy Amount CA-Use Only | | | | | | | | |
| 45 | | **MOC** | 52670  #12 | Amount Applied to Mortgage | 460 | 10 | Numeric | The amount HUD deducts from the voucher payment to apply to a HUD-held mortgage.  ***Note:*** *This amount assumes two decimal positions*. |
| 46 | | **MOC** | 52670  #13 | Amount Applied to Debts | 470 | 10 | Numeric | The amount HUD deducts from the voucher payment to apply to a debt owed by the mortgagor.  ***Note:*** *This amount assumes two decimal positions.* |
| 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.  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. |

## 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. |
| 3 | M |  | Last Name | 7 | 20 | Alphanumeric | 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.  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  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 based on the reason:  “RAD” if this an initial RAD Rehab  “Disaster” if rehab is caused by a PDD  “Repair” if rehab is for Repairs |
| 5 | **MOC** |  | Middle Initial | 47 | 1 | Alphanumeric | If the unit is assisted, fill based on the certification being billed  For Abated, Vacant, Market, and Rehab units, leave blank |
| 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 | If the unit is assisted, the Certification Type legal values are AR, IR, MI, IC, MO, TM, UT, GR.  For Abated, Vacant, Market, and Rehab units, fill with **NA**.  Corrections should be indicated with a Y in Field 11.  The certification type on which the payment detail billing is based.  ***Note:*** *A UT is reported only once on detail as is done on the printed HAP voucher. It is reported twice in Adjustments.* |
| 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.  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.*  This field contributes to the total in MAT30, Section 2, Field 18. |
| 14 | **MOC** |  | Paid Amount | 89 | 6 | Numeric | 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.  ***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 for Assisted units. Site software should 0-fill.  This field contributes to the total in MAT30, Section 2, Field 35. |
| 15 |  |  | OA Vendor Data | 95 | 20 | Alphanumeric | To be used for OA vendor purposes and returned by CA software. To help with reconciliation.  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. |
| 16 | **MOC** |  | Unit Group Number | 115 | 2 | Alphanumeric | 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. |
| 17 | **M** |  | Next AR Date | 117 | 8 | Date | Enter the Next Recertification Date from the current 50059 Basic Record Field 70, |

## 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.* |
| 7 | **M** |  | Billing Type | 58 | 1 | Alphanumeric | P = Prior; N = New |
| 8 | **MOC** |  | New Certification | 59 | 1 | Alphanumeric | Blank = No; Y = Yes. In other words, fill only if the value is Y |
| 9 | **M** |  | Certification Type | 60 | 4 | 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)*  ***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 MAT70 UT. See Appendix H, Section 15 for a discussion of full cert UT adjustments.*  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.  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.  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.). |
| 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 | 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.  ***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.*  ***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.* |
| 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. |
| 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.*  This field contributes to the total in MAT30, Section 2, Field 20. |
| 16 | **MOC** |  | Paid Amount | 102 | 7 | Numeric | 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.  This field contributes to the total in MAT30, Section 2, Field 36. |
| 17 |  |  | OA Vendor Data | 109 | 20 | Alphanumeric | 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. |

## 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. |
| 6 | **MOC** |  | Paid Amount | 32 | 10 | Numeric | 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.* |
| 7 |  |  | OA Vendor Data | 42 | 20 | Alphanumeric | To be used for OA vendor purposes and returned by CA software. To help with reconciliation. |

## 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. |
| 3 | **M** |  | Misc. Request Type | 7 | 4 | Alphanumeric | **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.  Value Codes are:  **CEAD = Contract Expiration Adjustment**  **DRUG = Drug Related Expenses**  **EIVP = EIV Penalty.** 5% of the voucher is subtracted to cover  EIV noncompliance when applicable. ***Important Note****: 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. CAs may not enter this penalty. CAs may require OAs to enter the penalty only for those reasons outlined in [HSG Notice 13-06 EIV Attachment 9.](https://www.hud.gov/sites/documents/13-06HSGN.PDF)  **FORQ = Field Office Initiated Accounting Adjustment**  **INTA= Interest Adjustment Submitted By PBCA -** 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.  **OARQ = Owner/Agent Request for Adjustment**  **RADN = RAD Reversal of Negative Assistance** - 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.  **RADR = RAD Rehab Assistance -** 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. There are no Rehab Assistance payments applicable to Component 1 Mod Rehab to PBRA RAD or Component 2 RAD conversions. The units undergoing rehab appear on the count of Rehab units on the voucher cover page.  **RADZ =** **RAD Reduce HAP to $0** **During YOC.** 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.*  **RDRV = RAD Reversal of Adjustments Affecting YOC.**  Used to reverse the portion of a unit/tenant net adjustment attributable to the Year of Conversion.  **RESR = Residual Receipts.** Used to offset part of the voucher billing. See this MAT Guide Chapter 5 for additional discussion. It is strongly recommended that HUD, CAs and owner/agents reference [HSG Notice 2012-04 Use of “New Regulation” Section 8 Housing Assistance Payments (HAP) Contracts Residual Receipts to Offset Project-Based Section 8 Housing Assistance Payments](https://www.hud.gov/sites/documents/12-14HSGN.PDF) to fully understand each entity’s responsibilities. The discussion in this MAT Guide only refers to the required voucher adjustments. This guidance applies to all projects that are subject to a new regulation Project Based Section 8 HAP contract. Applicability includes:   * Section 8 New Construction/Substantial Rehabilitation projects subject to 24 CFR §§ 880.205, 881.205, or 883.306, and * 202/8 projects subject to both a Section 202 Direct Loan and a new regulation Section 8 HAP contract. B.   **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 OA is not compliant with OCAF or Contract Renewal requirements.  **Code RPMT** = Used to record Repayment Agreement payments by tenants who have moved out of the property where the agreement was executed. This code has been removed as a valid transaction in 2.0.3.A. Repayment Agreement payments from moved-out tenants will be recorded in Repayment Agreement records.  **RSPC = Recouped Special Claims Funds**  **SERV (Service Coordinator)** is no longer a valid code.  **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. |
| 4 | MOC |  | HOH Last Name | 11 | 20 | Alphanumeric | Mandatory for HOTM, RADN and RDRV Adjustments, optional for others where applicable. Last Name of the current head of household associated with the transaction. |
| 5 | MOC |  | HOH First Name | 31 | 20 | Alphanumeric | Mandatory for HOTM, RADN and RDRV Adjustments, optional for others where applicable. First Name of the current head of household associated with the transaction. |
| 6 | MOC |  | Unit Number | 51 | 10 | Alphanumeric | Mandatory for HOTM, RADN and RDRV Adjustments, optional for others where applicable. Unit Number associated with the transaction. |
| 7 | **M\*** |  | Misc. Request Amount | 61 | 10 | Numeric | 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.*  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.*  For a HOTM transaction, enter the certification type and effective date here in MM/DD/YYYY format: For example AR: 02/01/2023  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.  12345678901234567890123456789012345678901234567890123  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  For a RDRV transaction fill as follows: YOC adjustment reversal for Unit X and tenant HOH LAST NAME |
| 9 | **MOC** |  | Paid Amount | 149 | 10 | Numeric | 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 total in MAT30, Section 2, Field 42. |
| 10 |  |  | OA Vendor Data | 159 | 20 | Alphanumeric | To be used for OA vendor purposes and returned by CA software. To help with reconciliation. |

## 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) except that the field must be blank if the Status = MO. Must be blank if Agreement Type = O (Owner/Agent). EIV ignores type O transactions when importing Repayment records.  **For Family Self Sufficiency Escrows**: Required for all transaction types. |
| 5 | **MOC** |  | Head First Name | 29 | 20 | Alphanumeric | First 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 Transaction Types T and N (Tenant and No Agreement) except that the field must be blank if the Status = MO. Must be blank if Agreement Type = O (Owner/Agent).  **For Family Self Sufficiency Escrows**: Required for all transaction types. |
| 6 | **MOC** |  | Unit Number | 49 | 10 | Alphanumeric | 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.  **For Repayment Agreements**: Required for Agreement Type T and N (Tenant and No Agreement) except that the field must be blank if the Status = MO or LC. Must be blank if Agreement Type = O (Owner/Agent).  **For Family Self Sufficiency Escrows**: Required for all transaction types. |
| 7 | **M** |  | Agreement ID | 59 | 12 | Alphanumeric | 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.  **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.  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. |
| 8 | **M** |  | Agreement Date | 71 | 8 | Date | **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.  ***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.*  **For Family Self Sufficiency Escrows:** The date of the Contract of Participation |
| 9 | **MOC** |  | Agreement End Date | 79 | 8 | Date | **For Repayment Agreements:** NA  **For Family Self Sufficiency Escrows:** The end date of the Contract of Participation. |
| 10 | **M** |  | Transaction Type:  Formerly Agreement Type | 87 | 1 | Alphanumeric | **For Repayment Agreements:** T, O or N.  T = Tenant Repayment Agreement transaction.  O = Owner/Agent Repayment Agreement transaction.  N = None or No Agreement.  ***Note:*** *Type None is used when tenant has signed certifications (creating adjustments) but has not signed a formal Repayment Agreement.*  Print on the form as Tenant, Owner or None.  **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. |
| 11 | **MOC** |  | Status | 88 | 2 | Alphanumeric | 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 2.0.3.A voucher transmission.  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.  **AV** – Active – (Repayment) **Current resident** is in repayment and is making periodic payments.  Must appear on the voucher each month.  **AV** – Active – (FSS) **Current resident** is compliant with FSS requirements outlined in the FSS contract.  Must appear on the voucher each month.  **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.  **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  **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), LC (LOCCS) 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.  **LC –** Transferred to LOCCS. Use only for (O) Owner Repayment Agreements only when HUD negotiates an alternative payment option recorded in LOCCS. The balance due is reduced to zero but the amount requested is $0. Owner Repayment Agreements with a status of LC will appear on the voucher once and will not appear on subsequent vouchers. Once the owner repayment agreement goes to LOCCS, it is no longer a voucher issue. Example:   * OA allows ineligible resident to move in. * Improper payment = $6960 * Owner completes a TM/NS returning all subsidy * This creates a negative adjustment = $6960 * Owner enters in to an Owner Repayment Agreement creating an adjustment $6960 * HUD negotiates their own repayment * The owner repayment is transferred to LOCCS * If there have been no owner payments, the Repayment Change amount is $6960 reducing the repayment amount to zero (we’re trying to get clarification on this one) * There is no request amount   **The MA status code has been removed.**  **MO** – Moved out – (Repayment & FSS) Report this status on the voucher immediately following a tenant move-out.  Repayments with this status only appear on the voucher if a payment is made, When payments are made, the Head Last Name, Head First Name and Unit Number fields are filled with MO, MO or Moved-out, Moved-out.  **MO** – Moved out – (FSS) Resident has moved out. No FSS participants for this family remain on the property. No future transactions for this CoP appear on the voucher.  **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.  **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.  **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.  *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.*  **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 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. |
| 12 | **MOC\*** |  | Beginning Agreement Amount | 90 | 10 | Numeric | **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.  **For Family Self Sufficiency Escrows**: NA |
| 13 | **MOC\*** |  | Agreement Change Amount | 100 | 10 | Numeric | Permit negative.  *Note: Enter negatives as right-adjusted, zero-filled negative numbers e.g. –000000575. Positive values are unsigned.*  **For Repayment Agreements**: The amount by which the agreement is changing with this transaction. For an original reversing entry, the change amount is equal to the agreement amount. See 203ACalculationsForRepayments.xlsx for examples.  **For Family Self Sufficiency Escrows**: NA |
| 14 | **M\*** |  | Ending Agreement Amount (formerly Agreement Amount) | 110 | 10 | Numeric | Ending Agreement Amount = Beginning Agreement Amount + Agreement Change Amount. Note that this amount may never be negative. |
| 15 | **M\*** |  | Beginning Balance | 120 | 10 | Numeric | 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. |
| 16 | **M\*** |  | Total Payment | 130 | 10 | Numeric | ***Note:*** *Enter negatives as right-adjusted, zero-filled negative numbers e.g. –000000575. Positive values are unsigned.*  A regular payment is reported as a positive number.  **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 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 where 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 or for Transaction Type D when depositing interest. |
| 19 | **M\*** |  | Amount Requested | 160 | 10 | Numeric | The amount of this transaction. This total is included in the MAT30, Section 2.  Amount Requested = Agreement Change Amount - Total Payment + Amount Retained  Permit negative. Zeros allowed.  ***Note:*** *Enter negatives as right-adjusted, zero-filled negative numbers e.g. –000000575. Positive values are unsigned.*  This field contributes to the total in MAT30, Section 2, Field 28  **For Repayment Agreements:** No special instructions.  **For Family Self Sufficiency Escrows:** No special instructions**.** |
| 20 | **MOC\*** |  | Paid Amount | 170 | 10 | Numeric | Amount approved by the Contract Administrator. Zeros if not applicable.  ***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 total in MAT30, Section 2, Field 43. |
| 21 |  |  | OA Vendor Data | 180 | 20 | Alphanumeric | To be used for OA vendor purposes and returned by CA software. To help with reconciliation. |
| ***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.* | | | | | | | | |

## 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. |
| 5 | **M** | 52670  #8.a | Voucher Date | 28 | 8 | Date  MMDDYYYY | ***Note:*** *DD is always “01.”*  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 |  |

## 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. |

## 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** |
|  | **M** | Processing Mailbox ID, Filler, and Project’s iMAX ID (formerly Telecom Address) | N/A | 24 | Alphanumeric | Processing Mailbox ID value: @\*@  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).  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)** |
|  |  | Record Identifier | Record ID: | 5 | Alphanumeric | Value: “VCHER.” |
|  |  | Release/Version Number | Release/Version: | 7 | Alphanumeric | Value must equal “2.0.3.A”  TRACS Release = 2.0.3.  TRACS Version = A |
|  |  | 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. |
|  |  | Original Date Stamp | Original Date: | 8 | Date | MMDDYYYY – The date stamp of the original transmission to which these error records apply. |
|  |  | Original Time Stamp | Original Time: | 6 | Time | HHMMSS – The time stamp of the original transmission to which these error records apply. |
|  |  | Tenant Number | Tenant Number: | 10 |  | Blank |
|  |  | Record Type Error | Record Type Error: | 5 | Alphanumeric | Value: “MAT30,” “MAT31,” “VCHHR” or “VCHND.” |
|  |  | 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. |
|  |  | Record in Error Record Number | Record in Error: | 5 | Numeric | Contains the sequential record number of the record in error. |
|  |  | Field Number in Error | Field Number in Err: | 4 | Numeric | Contains the field number of the field within the record that has the error. |
|  |  | 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. |
|  |  | 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. |
|  |  | 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. |
|  |  | 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. |
|  |  | Site Reported Count | Site Rptd Count: | 6 | Numeric | If field #15 contains “E” or “Q,” this will be the site reported value. |
|  |  | 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 MAT counts only 19 MAT30s, then field #16 in this record (VCHER) will contain 20 and field #17 will contain 19). |
|  |  | 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. |

## 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** |
|  | **M** | Processing iMAX ID and Project’s iMAX ID | N/A | 24 | Alphanumeric | @\*@ Processing iMAX ID, Project’s iMAX ID  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.  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.  An example field as filled by TRACS is:  @\*@ TRACM22222TRACM33333 |
|  |  | Record Identifier | Record ID: | 5 | Alphanumeric | Value: “VCHTR” |
|  |  | Release/Version Number | Release/Version: | 7 | Alphanumeric | Value must equal “2.0.3.A”  TRACS Release = 2.0.3.  TRACS Version = A |
|  |  | 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. |
|  |  | Original Date Stamp | Original Date: | 8 | Date | MMDDYYYY – The date stamp of the original transmission to which these error records apply. |
|  |  | Original Time Stamp | Original Time: | 6 | Time | HHMMSS – The time stamp of the original transmission to which these error records apply. |
|  |  | Error Date Stamp | Error Date: | 8 | Date | MMDDYYYY – The date stamp of this transmission. |
|  |  | Error Time Stamp | Error Time: | 6 | Time | HHMMSS – The time stamp of this transmission, not the actual time transmission occurred. |
|  |  | OA Defined Data | OA Defined Data: | 20 | Alphanumeric | The same value as contained in the VCHHR field #6. |
|  |  | Sender Name | Sender Name: | 15 | Alphanumeric | Sender's name. |
|  |  | Sender Street Address | Sender Address: | 20 | Alphanumeric | Sender's address. |
|  |  | Sender City Name | Sender City: | 15 | Alphanumeric | Sender's city. |
|  |  | Sender State | Sender State: | 2 | Alphanumeric | Sender's state. |
|  |  | Sender Zip Code | Sender Zip: | 5 | Numeric | Sender's zip code. |
|  |  | Total Number Error Records | Total Error Recs: | 6 | Numeric | The total number of type VCHER records sent. |
|  |  | Total Number of Field Errors | Total Field Err: | 6 | Numeric | The total number of field edit errors. |
|  |  | Total Number of Mandatory Errors | Total Mandatory Err: | 6 | Numeric | The total number of mandatory field errors. |
|  |  | Total Number of Record Count Errors | Total Rec Cnt Err: | 6 | Numeric | The total numbers of record count errors. |
|  |  | OA Software Vendor | OA Software Vendor: | 20 | Alphanumeric | Name of the software product used by the OA to create this submission. |
|  |  | 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. |
|  |  | CA Software Vendor | CA Software Vendor: | 20 | Alphanumeric | Name of the software product used by the CA to create this submission. |
|  |  | 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. |
|  |  | Agency Defined Data | Agency Defined Data: | 20 | Alphanumeric | Data defined by CA or other entities receiving submissions and forwarding them to TRACS**.** |
|  |  | Sender Name | Sender Name: | 15 | Alphanumeric | Sender's name. |
|  |  | Response Message Text | Response Message: | 45 | Alphanumeric | Value: “NO ERRORS DETECTED IN THIS MAT SUBMISSION” or “<#of> ERRORS DETECTED IN THIS MAT SUBMISSION” |