# Single Family Monthly (Periodic) Premium

# Alternate Report Retrieval ProcessSignup Sheet

This Signup Sheet must be completed by the lender *OR* its designated service bureau and returned to HUD via email in order to retrieve monthly (periodic) mortgage insurance premium report files using the Secure File Transfer Protocol (SFTP), also referred to as *Alternate Report Retrieval*. Upon receipt of this Signup Sheet, HUD will convey additional instructions, using the contact information provided below.

Note: Prior to retrieving your first monthly premium report file from HUD’s *PRODUCTION* platform, **you must first test the SFTP process on HUD’s *TEST* platform**. Instructions will be provided.

Please email the completed Signup Sheet to: **LenderAssistance@hud.gov**.

Please provide the following information (information is required in all fields):

 **your company’s business and technical contact information**

 **Company Name:**

 **HUD 5-digit Lender ID or Service Bureau ID:**

**Business Contact Information:**

 Name:

 Address:

City, State, and Zip:

 Office Phone:

 Cell Phone:

 Email:

 **Technical Contact Information:**

 Name:

 Address:

City, State, and Zip:

 Office Phone:

 Cell Phone:

 Email:

**Note:** A group email address may facilitate management of communications and is *strongly recommended*.

Email:

**your public ip address(es) for retrieving reports**

To protect HUD’s SFTP server from unauthorized access more effectively, your public IP address will be configured in the firewall protecting HUD’s environment to allow only traffic from the specified IP address.

If you have addresses for both Production and Test, please provide all public IP addresses that you intend to use in testing the retrieval of monthly premium report files from HUD’s SFTP server.

If your IP address is the same for Test and Production, please enter that address in both boxes.

|  |  |  |
| --- | --- | --- |
|  | **ip address** | **city and state location of ip address**  |
|  *Example* |  **123.123.123.123** | **McLean, VA** |
|  Test |  |  |
|  Production |  |  |

**Note:** **Private (non-routable) IP addresses** cannot be used for this purpose. Ensure that your IP addresses listed above do **NOT** fall within any of the following ranges of IP addresses reserved for private networks:

10.0.0.0 - 10.255.255.255

172.16.0.0 - 172.31.255.255

192.168.0.0 - 192.168.255.255

**your monthly premium report files**

Please select the report files you wish to retrieve using the Alternate Report Retrieval process by typing an **X** next to the report listed below. To retrieve the Portfolio report file on a weekly and monthly basis, type **weekly** rather than an **X** for Portfolio below. (The weekly Portfolio file includes active and terminated cases and the monthly file includes only active cases.) For a Service Bureau, the report files selected will be available for retrieval for all lenders serviced.

|  |  |
| --- | --- |
| **Name of Report** |  |
| Advance Notices |  |
| Billing |  |
| Lender Notification |  |
| Portfolio |  |
| Reallocation Transactions |  |
| Reconciliation |  |
| Refund Transactions |  |

**Note:** There is a separate signup sheet for submitting monthly (periodic) mortgage insurance premium payments to HUD using SFTP.