# Single Family Upfront Mortgage Insurance PremiumPay.gov Batch Transmission Signup Sheet

This Signup Sheet must be completed and returned to HUD via email in order to submit upfront mortgage insurance premium (MIP) payments to HUD using the Secure File Transfer Protocol (SFTP). Upon receipt of this Signup Sheet, HUD will convey additional instructions, using the contact information provided below.

Note: Prior to submitting your first upfront MIP payment to 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: **SfpaygovUpfront@hud.gov**

Please complete the following; all information is *required*:

 **Your Company’s Business and Technical Contact Information**

 **Company Name:**

 **HUD 10-digit Lender ID:**

**Business Contact Information:**

 Name:

 Address:

City, State, and Zip:

 Office Phone:

 Cell Phone:

 Email:

 **Technical Contact Information:**

 Name:

 Office Phone:

 Cell Phone:

 Email:

**Payment Communications:**

The address provided below will be used to inform your institution of errors encountered during payment processing and provide guidance for correction. A group email address is *strongly recommended*.

Email:

*Note: Communications for payments will be delivered to the email address associated with your institution’s upfront cash flow account and is maintained in LEAP (click the* ***Cash Flow Account Setup*** *tab on the LEAP page displayed at:* <https://webapps.hud.gov/LeapRecertApp/faces/index>*).*

 **Your Public IP Address(es) for Your Upload Environments**

To better protect HUD’s upload server from unauthorized access, your **public IP address** will be configured in the firewall protecting HUD’s environment to only allow 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 the testing and implementation of the upfront MIP batch payment submission process to HUD.

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

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