

Single Family Acquired Asset  
Management System (SAMS)  
**Funds Reclassification**

**U.S. Department of Housing  
and Urban Development**  
Office of Housing  
Federal Housing Commissioner

OMB Control No. 2502-0306  
(Expires 01/31/2027)

**Note:** Retain a copy of the reclassification form and a copy of all supporting documents, e.g., forms SAMS-1103, SAMS-1101, wire transfer confirmation, etc., in the Case File. To prevent continuing errors, inform closing agent / HUD staff of all errors.

**Send the completed form to: HUD, Single Family Acquired Assets Branch, HWAFPA, P.O. Box 44813, Washington, DC 20026-4813**

1. HOC Area Identifier (2 characters)		2. HOC Area Name	
3. Name of M&M Contractor			
4. Type of Reclassification (check one)			
<input type="checkbox"/> Wire Transfer		<input type="checkbox"/> Lockbox	
		<input type="checkbox"/> Disbursement	
5. Journal Entry Identification Number (JE ID)			
6. Incorrect Entry (enter information exactly as shown in SAMS)			
a. FHA Case Number		b. Post Code	c. Amount
7. Correct Entry (enter information as it should appear in SAMS)			
a. FHA Case Number		b. Post Code	c. Amount
d. Unit Number (rent related transactions only)		e. Lease Number (rent related transactions only)	
8. Justification for Reclassification (check only one)			
a. <input type="checkbox"/> Closing Agent Error		Closing Agent's NAID	
b. <input type="checkbox"/> Sending Bank Error		Bank's ABA Number	
c. <input type="checkbox"/> M&M Contractor Error		Explain	
d. <input type="checkbox"/> Other, e.g., EM Forfeiture		Explain	
9. Preparer's Signature (M&M/HOC staff)		10. Title	11. Phone Number (area code)
13. Reviewer's Signature (M&M/HOC Supervisor)		14. Title	15. Phone Number (area code)
16. Date (mm/dd/yyyy)			
17. Comments (Optional)			

**For Headquarters Use Only**

After funds are reclassified, attach a copy of the Case Accounting History (ACHI) Report to this form.

Reclassification Journal Entry Identification Number (JE ID)

Entered by	Date (mm/dd/yyyy)
<b>X</b>	

Public reporting burden for this collection of information is estimated to average 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2502-0306. This agency may not collect information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information enables HUD to record and process financial transactions in its automated Single Family Acquired Asset Management System (SAMS) to dispose of acquired single-family properties. HUD reimburses M & M Contractors for their services in maintaining, marketing, and selling HUD homes, and HUD collects funds associated with the sales of these properties. The information enables HUD to create and maintain sound financial management practices and effective internal controls over the property disposition program. A response is required to obtain or maintain a benefit. Responses will not be held confidential.

Instructions for Completion of Form SAMS-1120

- 1. **HOC Area Identifier:** Enter the two-digit HOC Area Identifier (e.g., P1 for Philadelphia Area 1).
- 2. **HOC Area Name:** Enter the HOC Area Name (e.g., Philadelphia Area 1).
- 3. **Name of M&M Contractor:** Enter the business name of the M&M Contractor.
- 4. **Type of Reclassification:** Check the appropriate box (either Wire Transfer, Lockbox, or Disbursement) to identify the type of reclassification.
- 5. **Journal Entry ID:** Enter the journal entry identification number (JE ID) associated with the original posting to the journal.

The JE ID for both collection and disbursement reclassifications can usually be found on the Case Accounting History Report (ACHISD). The JE ID for collections received with either an invalid or no case number can be found on the Unapplied Cash Report (CLUCSD). JE IDs for collection reclassifications can also be found on the following reports: Unmatched Sales Proceeds (CLUMSD), Wire Posting (CLWPSD), and Lockbox Posted (CLLPD).

- 6. **Incorrect Entry:** Enter the following information **exactly** as it is shown in SAMS:
  - a. Case Number    FHA case number
  - b. Post Code       Post code
  - c. Amount           Transaction amount

- 7. **Correct Entry:** Enter the following information as it should appear in SAMS:
  - a. Case Number        FHA Case Number
  - b. Post Code           When correcting collection post codes, refer to the list on the form SAMS-1101. When correcting disbursement post codes, refer to the list shown on the form SAMS-1103.
  - c. Amount              Transaction amount
  - d. Unit Number        Unit number, for rent related transactions only
  - e. Lease Number       Lease number, for rent related transactions only
- 8. **Justification:** Check the appropriate box and enter requested information.
- 9.-12. **Preparer's Signature:** Enter the signature, title, and phone number of the person who completed the form and the date prepared.
- 13.-16. **Reviewer's Signature:** Enter the signature, title, and phone number of the M&M/HOC Supervisor or designee approving this form and date form is approved and sent to Headquarters.
- 17. **Comments:** Optional
- Need Help?** If you have questions about reclassifying funds or the completion of this form, call your HOC Contracting Officer Representative (COR). (CORs) may call the Single Family Acquired Assets Branch Desk Officer for assistance.