U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-8000

ASSISTANT SECRETARY FOR HOUSING-
FEDERAL HOUSING COMMISSIONER

May 11, 2015   **MORTGAGEE LETTER 2015-13**

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To   **FHA-Approved Multifamily Mortgagees**
              Regional Center Directors
              Multifamily Hub Directors
              Program Center Directors
              Satellite Office Directors

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SUBJECT   **Implementation of Pay.gov for Multifamily Program Fees**

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Purpose   The purpose of this Mortgagee Letter is to announce the implementation of a
              change in the collection process for Multifamily Program fees for all FHA-
              insured multifamily projects. Multifamily Program fees covered by this
              Mortgagee Letter are:

              - Pre-application fees;
              - Firm Commitment application fees;
              - Upfront Mortgage Insurance Premiums (MIP);
              - Inspection fees;
              - Reopening fees; and
              - Transfer of Physical Assets (TPA) application fees.

              These fees are collectively referred to as "Multifamily Program fees."

              Annual MIP is not affected and Lenders must use the procedures for the
              submission of annual MIP established in Mortgagee Letter 2012 -16.

              This Mortgagee Letter applies only to FHA-insured Multifamily Program loans,
              and thereby specifically excludes Healthcare loans (including Healthcare loans
              secured by Residential Care Facilities and/or Hospitals).

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Effective Date Beginning on July 1, 2015, all FHA-insured Multifamily Program fees must be
              paid electronically by the Lender directly to Pay.gov, a secure website operated
              by the U.S. Department of Treasury. Paper checks for payment of Multifamily
              Program fees will no longer be accepted. Paper checks received after June 30,
              2015, for Multifamily Program fees will be returned to the Lender. Lenders may
              begin using Pay.gov on June 1, 2015.

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Process to Submit Multifamily Program Fees to HUD

1. Early Generation of FHA Project Number

The requesting lender will submit a "30-day Good Faith Statement" letter on their firm's letterhead to the HUD office with project jurisdiction requesting HUD to issue an FHA project number. The application intake point of contact is the Multifamily Regional Director of the Region/Satellite Office or the Hub Director or Office Director of the local office. The letter will evidence the lender's intent to submit the loan application within 30 business days of the request. This letter will contain all of the necessary project information required to create a new project number, and is attached to this Mortgagee Letter.

2. Establishing a User Account

Lenders are to establish their own procedures for creating and submitting Multifamily Program fees to HUD. These procedures **will not** be dictated by HUD; however, Lenders that are planning to access the Pay.gov public form on a recurring basis may register for a Pay.gov user ID and password through the self-enrollment process. Self-enrolled users can save and submit public forms. Those instructions are found in Chapter 6 and Chapter 8 in the *Pay.gov User Guide.*

The link to the User Guide is:

https://qa.pay.gov/agencydocs/docs/pg_user_guide.pdf

3. Payment Form on Pay.gov

A Lender must utilize the Multifamily Program Fees form on Pay.gov to pay all insured Program fees. On Pay.gov, the Multifamily Program Fees form has been added to the HUD forms section.

The link to the Multifamily Program Fees form is:

https://www.pay.gov/public/form/start/67950760

4. Completing the Form

a) The instructions for completing the form are:

1. **Transaction Date**. This field is automatically populated by Pay.gov.
2. **FHA Lender Number.** Input the lender's five digit lender number in the "XXXXX" format.
3. **FHA Lender.** Input the lender's name up to 200 Characters.
4. **FHA Project Number.** Input the eight digit project number in the "XXX-XXXXX" format.
5. **Project Name**. Input the project's name up to 200 characters.

6. **Project City.** Input the name of the city where the project is located.
7. **Project State.** Input the state or commonwealth's name where the project is located.
8. **Program Type.** Select appropriate program type from the drop down box. The following options (221(d) 4 NC/SR, 241(a), 223(f) Refi/Purchase or 223(a) 7 Refi) represent only an example of the program type selections that are offered.
9. **Project Type.** Select appropriate Project Type from the drop down box. An example of selections that are offered include Market Rate; Affordable; LIHTC; Elderly. If the project is a mix of Types, choose the predominate Type. (Note: This field can only be completed after the Program Type field is completed.)
10. **Section of the Act.** This field is automatically populated by Pay.gov. (Note: This field will only be populated after the selection of the Program Type and Project Type.)
11. **Fee Type.** Select the appropriate fee type from the drop down box from the following options: Application - Exam; Application – TPA; Inspection, Reopening Fee or Upfront Mortgage Insurance Premium (MIP).
12. **Fee Amount**. Input the fee amount.
13. **Fund**. This field is automatically populated by Pay.gov.

A copy of the Pay.gov Multifamily Program Fees Form screen is below:

HUD Office of MultiFamily Production Program Fees

MF PROGRAM FEES

Transaction Date	04/02/2015
FHA Lender Number	
FHA Project Number	
Project Name	
Project City	
Project State	
Program Type	▾
Project Type	▾
Section of the Act	
Fee Type	▾
Fee Amount	
Fund	

[PDF Preview] [Continue]

b) Pay.gov Payment Receipt

After the information is submitted and accepted by Pay.gov, it provides the submitter a receipt of the transaction which includes the 13 fields listed above and a **Pay.gov Tracking ID.** The receipt confirms that a payment was processed through Pay.gov, but does not confirm that the funds have cleared. In instances of insufficient funds, Pay.gov will inform HUD that no payment was received.

5. FHA-insured Multifamily Program Fees Payment Documentation

After June 30, 2015, lenders must submit a copy of the Pay.gov transaction receipt in lieu of a check as proof of payment of Multifamily Program Fees.

6. Underpayment of Multifamily Program Fees

In the instance that the fee paid has been underpaid, the Lender must submit the additional amount via the Multifamily Program Fees form at Pay.gov.

7. Program Refunds

The fee refund process will remain the same. Lenders must make a written request to the Multifamily jurisdictional field office, which in turn, will initiate the refund process. All fee refunds will continue to be refunded by the U.S. Department of Treasury.

Customer Service

Lenders should contact Pay.gov for assistance with:

- The use and completion of Pay.gov screens;
- Inquiries regarding online identity verification, especially when the callers have been denied access to Pay.gov; or
- Assistance with problems regarding security (password) administration.

Automatic debits to business accounts may be blocked by a security feature called an ACH Debit Block, ACH Positive Pay or ACH Fraud Prevention Filters. ACH Debit Block works by having an allowed list of ACH Company ID's, thereby enabling debits. The agency identification for the Multifamily Program is:

HUD ID: 8609-0300-29
Form Name: Multifamily Program Fees

Pay.gov Customer Service may be reached at:

Phone: (800) 624-1373 *or* (216) 579-2112 (this is not a
                            toll free number)
Fax: (216) 579-2813 (this is not a toll free number)
Email address: pay.gov.clev@clev.fr.org

For all other inquiries, please email your questions to:

HUDMFpayments@HUD.Gov

Questions

Questions regarding this Mortgagee Letter may be emailed to HUD MFpayments@HUD.Gov or by contacting Thomas Bernaciak in HUD's Office of Multifamily Production at (202) 402-3242. Persons with hearing or speech impairments may access this number via TTY by calling the Federal Information Relay Service at (800)877-8339.

Information Collection

Information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C.§ 3501-3520) and assigned OMB Control Numbers 2502-0029.

In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB Control Number.

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Edward L. Golding
Principal Deputy Assistant Secretary for
  Housing

Attachment:

Attachment A - **Lender's Early Request of FHA Number -** *Data Input List Instructions*

ATTACHMENT A

Lender's Early Request of FHA Number *Data Input List Instructions*

a. Project Name
b. Section of the Act
c. Characteristics: (MAP, Tax Credits, etc.)
d. Select: "Did lender opt to start at the SAMA Phase to generate the FHA # early? Yes or No"
e. Superseded Project Number (existing project, if applicable)
f. Application Received Date (enter date letter was received; when the application is received change the date on the Tracking New Status Screen)
g. Activity (NC, Sub Rehab, Refinance, etc.)
h. Timing of Insurance
i. Requested Lender Amount & Interest Rate
j. Underwriting Lender Name & Number
k. Number of Units
l. Project Street Address
m. Project City
n. Project State & Zip Code
o. Type of Project