## MIC CORRECTION REQUEST

The information presented is compiled and excerpted from Handbooks and Mortgagee Letters.

**REFERENCES:** Handbook 4000.1 – II.A.7.e.ii.(C)

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- **□ HOC Directed**

**TO:** answers@hud.gov  
(Note: In the email subject line, place MIC CORRECTION and the FHA Case Number)

**FROM:** Lender’s Name: ____________________________________________  
Contact Person: ____________________________________________  
Phone Number: ____________________________________________  
Fax Number: ____________________________________________  
FHA Case Number ____________________________________________

The required documentation is provided as indicated below as well as the original MIC (if pre-electronic):

| **ADDRESS CORRECTION** | • Uniform Residential Appraisal Report (or tax bill if URAR unavailable),  
• Note or copy of Deed of Trust w/Legal Description |
| --- | --- |
| **MORTGAGOR NAME(s)** | • Copy of Note and, if applicable:  
• Evidence of lender transfer or other documentation of reason for a COMPLETE name change.  
• Include identification or social security card with borrower name or applicable documentation (Marriage certificate, divorce decree, etc.). |
| **ADP CODE** | • Copy of Note, and  
• Applicable agreements (buy-down agreement, 203(k) worksheet) |
| **MATUREY AND FIRST PAYMENT DATES, P&I, INTEREST RATE** | • Note and HUD-92900-LT |
| **ADDITION OF CO-MORTGAGOR** | • Note,  
• URLA,  
• Mortgage Credit Analysis Worksheet (MCAW/LT) |
| **SOCIAL SECURITY NUMBER** | • Evidence of correct number (Social Security Card/paystub/W2 and/or information directly from Social Security Administration). |
| **OTHER** | • For any scenario not outlined in this template please provide detailed description of issue and documentation available to support change |

Corrections below that require the recall of case binders from a Records Holding Center will require additional processing time:

| **MORTGAGE AMOUNT** | • Note,  
• HUD 1, and  
• MCAW/LT |
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<td><strong>FHA CASE NUMBER</strong></td>
<td>• For FHA Case Number and ADP Code Major Changes, simply submit the completed template identifying the requested correction. No other documentation required.</td>
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**NOTE:** Archived cases should be reinstated by the lender in FHA Connection prior to submitting the request for MIC Correction. Failure to reinstate the case number prior to submission of the request will result in processing delays.

Last Revision 7/27/17