
CPI Force Placed Insurance

Posting and Payment Adjustment Processing

INTRODUCTION

This booklet covers the “posting and payment adjustment” processing method for CPI force placed insurance. With this method, when a force placed policy is received by the system, CU*BASE not only posts the premium, but it also adjusts the payment for the loan. An alternative method, “posting only” is mentioned, but not covered in this booklet.

The “posting and payment adjustment method” is currently supported by four vendors: Allied, ISI, SWBC, State National, Quie Track, and Van Wagenen. Credit unions must create agreements with these vendors prior to using this method. That way, these vendors will send data to CU*BASE in the correct file format to indicate that this processing method should be used.

Included in this booklet is an overview of the “posting and payment adjustment method,” which covers a discussion of posting premiums, refunds and policy expirations. It also includes a discussion of exceptions that must be manually adjusted. The booklet concludes with examples of the reports generated and configuration screens used.

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OVERVIEW OF TWO PROCESSING OPTIONS

Currently credit unions who use Allied, ISI, SWBC, Quie Track, or State National as a vendor have two options the processing of CPI force placed insurance policies.

- Posting only (briefly discussed in following section)
- Posting and payment adjustment (the focus of this booklet)

Credit unions need to arrange with their vendor to convert to the second method. Additional CU*BASE configuration changes are needed for CU*BASE to process the files received from the vendor. Online credit unions will need to contact a client services representative for assistance.

Self Processors, see page 13 for more details on configuration settings.

POSTING ONLY PROCESSING

While this document only deals with the “posting and payment adjustment” processing method, it is important to have an understanding of the “posting only” processing, since the credit union may be converting from this processing method.

In “posting only” processing, CU*BASE receives the file from the vendor. The CPI premium is posted, and the loan balance is adjusted by the system. Then it is the credit union’s responsibility to manually adjust the payment.

The posting only processing applies to both open and closed-end loans (MEMBER5 and MEMBER6).

POSTING AND PAYMENT ADJUSTMENT PROCESSING

Credit unions can also choose to activate the “posting and payment adjustment” processing method. This, as mentioned before, requires an agreement with the vendor to handle this processing (since a different file is sent to CU*BASE). In this method, the balance is increased and, following a configured number of grace days, the payment is also adjusted.

[For CPI force-placed insurance, how is the payment change to recover the CPI premium calculated?](#) (NOTE: This will open the Answer Book.)

What happens to open end loans and credit cards (MEMBER6 loans) if I use the Posting and Payment Adjustment Processing?

If you use the Posting and Payment Adjustment Processing, CPI premiums and refunds received in the file for MEMBER6 loans will be posted, and the balance will be changed. The loan payment amount, however, will not be adjusted. These loans will appear on the Exception report with the text “MEMBER6 LOANS REQUIRE MANUAL PMT CHANGE” to alert you that you will need to manually adjust the payment.

Posting and Payment Adjustment Processing Steps

With this method, the following process occurs:

1. CU*BASE receives the file from the vendor.
2. The CPI premium is posted and the loan balance is adjusted.
3. A record is created in the CPIHST file.
4. After the CPI grace days (see page 5), the premium re-amortization is calculated over the term period and is added to the regular loan payment. (If the number of months until the maturity of the loan is less than the time period, the premium is amortized over the remaining month.)
 - NOTE: There are exceptions to this process that must be handled manually. These appear on an exception report. See Page 6 for more about exceptions. See page 11 for an example of the exception report.
 - See Page 3 for information on how open-end loans (MEMBER6) loans are handled.
5. If a refund is received in a subsequent file, CU*BASE posts the refund credit and the scheduled payment is adjusted to remove the premium added in the previous step. Learn more about refunds on page 5.
6. If no refund is received, after the 12th payment (or configured number of term months – see page 13), the scheduled payment amount is adjusted to remove the amortized premium added in step 3.
7. In rare situations where a subsequent second year policy is issued, the account will appear on the exception report and will need to be handled manually by the credit union.

ADDITIONAL PROCESSING

INFORMATION

This section covers how the posting of premiums, refunds and premium expirations are handled. It also covers the use of grace days and how this might affect payment adjustment.

POSTING PREMIUMS

When a premium is received, the loan balance is adjusted. After the configured number of grace days (see following Grace Days section), the premium is amortized over the configured number of months (generally twelve) and that amount is added to the payment. (If the loan is for a time less than this number of months, the premium is divided over the remaining month.

REFUNDS

If a refund is received, CU*BASE reduces the loan balance by the amount of the refund. It also reverts the loan payment back to the previous payment amount.

Early Refunds: If CU*BASE receives a full or partial refund before the loan payment will be adjusted (during the grace period), and the pending payment change will be cancelled (the balance will not change).

- For example, if the premium was \$1,000.00 and refund received two weeks later is \$925.00, the loan payment will be decreased \$925.00 and the payment will not be adjusted. The member would still be responsible for the \$75.00 that was not refunded.

POLICY EXPIRATIONS

When the payment adjustment expires, CU*BASE removes the CPI portion of the payment from the regular payment amount. An expiration record appears in the History screen (shown on page 10) and is written in the CPI History file (CPIHST).

GRACE DAYS

The configuration (see page 13) allows you to enter the number of grace days set by the vendor (for example 21 days). The grace period begins when the CU*BASE receives a file with a policy for a member. At this time the loan balance is increased. During the grace period, the payment is not increased, however, which gives the credit union time to alert the member of the upcoming payment change. In the rare occasion that the loan is paid one or more payments ahead, the loan payment may update immediately.

EXCEPTIONS FOR PAYMENT ADJUSTMENT

Certain loans are not handled by the posting and payment adjustment processing method. These loans appear on the exception report. (See Page 11.) While the balance of these loan types is increased automatically when a policy is received, a credit union employee will need to manually adjust the loan payment amount.

The following types of loans are handled as exceptions:

- **Payment frequencies other than monthly**

Payment adjustments are based on a monthly frequency. Because of this, CU*BASE will not calculate payment changes for loans with a frequency other than a monthly. CU*BASE will post the premium and show that loan on the exception report, and a credit union employee will need to manually adjust the payment amount.

- **Variable Rate Loans**

Variable rate loans can possibly have multiple rate changes during the term of the premium. CU*BASE will post the premium and show that loan on the exception report, and a credit union employee will need to manually adjust the payment amount.

- **LOCs with Automated Payment Changes**

Lines of credit with automated payment changes can potentially have multiple payment changes over the course of time when the CPI premium is in force. CU*BASE will post the premium and show that loan on the exception report, and a credit union employee will need to manually adjust the payment amount.

Additionally, these situations will cause a loan to appear on the exception report:

- **Invalid accounts**

If a payment, refund, etc. to an invalid account appears in the file, this account will appear on the exception report.

- **Premium and refund**

If a premium and refund are received in the same file, the loan balance will be appropriately adjusted (may be a partial refund), but the payment will not be adjusted. If two refunds are received in the same file, the first refund will be posted and the second will appear on the exception report for manual processing.

- **Refund, without posting (may occur if credit union switches from one vendor to another or one processing method to another)**

In this case, it is possible that the file will contain a refund without an associated prior posting. In this case CU*BASE will decrease the loan amount, but will not adjust the payment.

- **Overlapping premiums**

If a policy is in place and a second term policy is received, the loan balance will be increased appropriately. However, due to the

overlapping policy periods, the payment will need to be adjusted manually.

Loan Extensions or Manual Payment Changes

If a credit union processes a loan extension on a loan with a CPI premium or changes the payment, the loan will not appear on the exception report. CU*BASE will still look to the CPI policy expiration date and will re-adjust the payment accordingly.

[Refer to this Answer Book item for details.](#)

Additional special handling for certain members

CU*BASE does not allow credit unions to flag a specific loan for special handling so that you can calculate a “special” payment for a member. CU*BASE will change the payment according to standard calculation. You will then need to manually adjust this member’s payment.

CPI HISTORY INQUIRY

There are several places that employees can view the history of force-placed CPI premiums for a loan:

1. **Tool #20 Update Account Information.**
2. The Debt Protection screen
3. The Loan Delinquency window accessed by Phone Operator and Inquiry

Use *CPI History* (F12) from the Account Update screen (shown below). This function key will appear only if a CPI policy record has been received for the loan (including pending payment changes).

Account Update – Loan with CPI Policy Record

Session 0 CU*BASE GOLD Edition - ABC TESTING CREDIT UNION

File Edit Tools Help

Account Information Update

LOANS

Account # 616
BRIAN F
607

Loan category 16
Loan officer 04

Last maintenance date Jan 31, 2013
Current balance 42,484.77

Credit Reporting Information

G/L account 701.35	Partial payment 39.14	YTD interest paid 496.67
Purpose code 07	Loan type <input checked="" type="radio"/> Close <input type="radio"/> Open	Ins expiration 00000000
Security code 05	Payment frequency M	Original/rem term 000 000
<input type="checkbox"/> Allow teller disbursement	# of payments left 052 of 084	Original amount 0.00
<input checked="" type="checkbox"/> Member loan payment protection	User defined code	Rebate amount 0.00
ECOA 1	Process type E	Delinquent fine date Jan 04, 2013
Date opened Jun 04, 2010	Interest rate 7.900	1st date of delinq 000000
1st payment Jul 04, 2010	Interest payment code	<input type="checkbox"/> No delinquency notices printed
Day of next payment 04	Interest calc code 0	Freeze 0 = ALL Activity Allowed
Next payment Mar 04, 2013	Variable interest	Statement indicator 0
Interest date Feb 16, 2013	Next Interest Calc 0000	Passbook process ID 0
Amort/maturity Jun 04, 2017	Delinq control Pay Ahead	Write off ID 0
Review Date Jun 04, 2017	# of times delinq 003	
Scheduled payment 1,327.65	Delinq fine 3	
Disbursement limit 60,060.00	# of extensions 000	
Disbursed amount 60,060.00	Delinq fine YTD amount 30.00	
Last disbursed bal 60,060.00	Delinq fine amount 0.00	

Lease/Bal/ResVal	Loan Coverages	Payment History	CPI History	Credit Report Info
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Navigation icons: back, forward, up, down, search, etc.

FR (2452) 7/18/13

#2 Access Point - Payment Protection and Miscellaneous Coverage Screen

Session 0 CU*BASE GOLD - ABC TESTING CREDIT UNION

File Edit Tools Help

Payment Protection and Miscellaneous Coverages

Account 645 JOHN G MEMBER

Payment Protection

Single Credit Life Insurance ☐ MINNESOTA LIFE MTH REN

Joint Credit Life Insurance ☐

Disability ☐

Miscellaneous Coverage Selection

Code	Description	Fee Amount	Include in Loan Amount

Change Delete View Orig Config

Add Coverage

CPI History

FR (5133) 10/09/13

- NOTE: *CPI History* (F12) appears regardless of whether CPI force-placed insurance has been placed on this loan. An Inquiry view of this screen can be accessed by clicking the Payment Protection lookup in the Loan Account Inquiry screen so employees without access to the other access points can view CPI history

#3 Access Point - Delinquency Window

Session 0 CU*BASE GOLD Edition - Payment Information

Use the Reporting History feature to see a history of credit bureau reporting for this loan, showing each time the loan was reported to the bureau(s).

View Credit File

Payment Change

Reporting History

CPI History

Summary Escrow detail

Delinquency Details				Credit Report Information	
Fine ID	3	\$30 LATE FEE CONS/CLASSIC LOC		Credit report #	0000000
Control			0/00/00	Report date	0/00/00
Notice level	0	Fines paid	0.00	Bureau	
Delinquent interest due			0.00	Risk score	0000
Actual # of days delinquent			45	MDS score	0000
Months	1	Days	5	CU risk level	
1st date delinquent	Sep 10, 2013	# times	1		
		# pmts	2		
Amount Due				Regular Payment Information	
Amount delinquent		652.08		Regular payment	651.04
Fine amount		0.00		Escrow transfer	0.00
Amount due		652.08		Total payment	651.04
Partial payment		650.00		Next payment day	19 Date Aug 19, 2013

FR (182)

- NOTE: *CPI History* (F12) appears regardless of whether CPI force-placed insurance has been placed on this loan. This also can be accessed by employees with less access to accounts.

[illegible]

If a pending premium record exists for a loan (still in the grace period), you can use *Pending CPI* (F6) to view it.

CPI REPORTS

EXCEPTIONS REPORT

The exception report includes both warning and errors. Errors are when the process did not change the balance, for example when the account number is invalid. Warnings are when balance was changed, but the payment needs to be manually adjusted. See Exceptions List on page 6 for more details.

Exception Report - TCPISWBC2

4/23/12 11:52:30	ABC CREDIT UNION				TCPISWBC2	PAGE 1
RUN ON 5/24/12	CPI PREMIUM INSURANCE POSTING FOR ABC BUSINESS ERROR REPORT				U	
ACCOUNT NUMBER	CURRENT BALANCE	ISSUE AMOUNT	REFUND AMOUNT	REMARKS		
717177-701	4,205.66	952.00	796.00	PART REF BEFORE PMNT CHANGED - NO ACTN NEEDED		
727277-700	5,337.74	1,148.00	1,148.00	FULL REF BEFORE PMNT CHANGED - NO ACTN NEEDED		
737373-700	9,929.20	1,900.00	1,568.00	PART REF BEFORE PMNT CHANGED - NO ACTN NEEDED		
747474-700	.00	.00	.00	INVALID MEMBER ACCOUNT		
757575-700	.00	.00	512.00	INVALID MEMBER ACCOUNT		
767676-700	3,188.48	803.00	803.00	FULL REF BEFORE PMNT CHANGED - NO ACTN NEEDED		
777777-700	11,332.91	2,320.00	2,320.00	FULL REF BEFORE PMNT CHANGED - NO ACTN NEEDED		
778787-701	6,456.84	1,191.00	1,064.00	PART REF BEFORE PMNT CHANGED - NO ACTN NEEDED		
797979-700	5,677.13	1,114.00	937.00	PART REF BEFORE PMNT CHANGED - NO ACTN NEEDED		
881818-700	.00	.00	.00	INVALID MEMBER ACCOUNT		
	TOTAL COUNT	TOTAL ISSUE AMOUNT	TOTAL REFUND AMOUNT	TOTAL AMOUNT		
	-----	-----	-----	-----		
TOTAL ERRORS PROCESSED	3	1,748.00	512.00	2,260.00		
END OF REPORT						

RECEIVE AND POST REPORTS

Receive Report - LCPISWBC

4/23/12 11:52:21		ABC CREDIT UNION		LCPISWBC	PAGE 1
RUN ON 5/24/12		CPI PREMIUM INSURANCE POSTING FOR ABC BUSINESS REPORT			
ACCOUNT #	PREMIUM AMOUNT	REFUND AMOUNT	NAME		
111111-714	88.00		MEMBER, KYLE		
222222-701	1,586.00		OTHERMEMBER, HEATHER L		
333333-701	952.00		AMEMBER, CODY W		
444444-700	1,148.00		TWOEMEMBER, SARA		
555555-700	1,435.00		MEMBERA, JAMES W		
666666-700	1,900.00		BMEMBER, VICKY S		
TOTAL COUNT	TOTAL PREMIUM	TOTAL REFUND			

TOTAL 21	71,748.00	9,112.00			
END OF REPORT					

Posting Report – TCPISWBC1

4/23/12 11:52:30		ABC CREDIT UNION				TCPISWBC1	PAGE
RUN ON 5/24/12		CPI PREMIUM INSURANCE POSTING FOR ABC BUSINESS REPORT					
ACCOUNT	PREVIOUS	ISSUE	REFUND	NEW	CALCULATED		
NUMBER	BALANCE	AMOUNT	AMOUNT	BALANCE	PMT CHG DT		
717171-714	1,420.50	88.00	.00	1,508.50	6/14/12		
727272-701	8,287.04	1,586.00	.00	9,873.04	6/14/12		
737373-701	4,049.66	952.00	.00	5,001.66	6/14/12		
747474-701	5,001.66	.00	796.00	4,205.66			
757577-700	5,337.74	1,148.00	.00	6,485.74	6/14/12		
767676-700	6,485.74	.00	1,148.00	5,337.74			
777777-700	7,115.03	1,435.00	.00	8,550.03	6/14/12		
778787-700	9,597.20	1,900.00	.00	11,497.20	6/14/12		
779797-700	11,497.20	.00	1,568.00	9,929.20			
788888-700	3,188.48	803.00	.00	3,991.48	6/14/12		
781818-700	3,991.48	.00	803.00	3,188.48			
783828-704	21,028.62	3,636.00	.00	24,664.62	6/14/12		
TOTAL	TOTAL	TOTAL	TOTAL				
		COUNT	ISSUE AMOUNT	REFUND AMOUNT	AMOUNT		
TOTAL NUMBER OF RECORDS PROCESSED-----		21	17,921.00	9,148.00	27,069.00		
TOTAL NUMBER OF RECORDS ERROR-----		3	1,748.00	512.00	2,269.00		
TOTAL NUMBER OF RECORDS CHARGED-----		18	16,173.00	8,636.00	24,809.00		

CONFIGURATION – FOR SELF PROCESSING CLIENTS

The configuration settings for CPI force placed insurance (posting and payment change processing) are located in the Master Parameters (**Tool #5427**). Online clients should contact a Client Services Representative for assistance. **Important Note:** *These settings must follow the configuration requirements for your vendor. Contact your vendor or a CSR for assistance.*

- *NOTE: ICI uses the setting “Other” and does not use this configuration.*

Master Parameter Config (Tool #5427)

Session 0 CU*BASE GOLD Edition
File Edit Tools Help

Identify Master Parameters

Teller Processing	CD Processing
<input checked="" type="checkbox"/> Backup daily teller files	Check print ID: CD dividend checks <input type="checkbox"/>
	# of days for renewal notice print <input type="text" value="20"/>

Notice Print	Special Tax Forms Processing
Notice to print <input type="text" value="Mailer form"/>	<input type="checkbox"/> Activate 1042-S forms processing
<input checked="" type="checkbox"/> Print CU name on notice	Transmitter control code <input type="text"/>
	Contact name <input type="text"/>
	Contact title <input type="text"/>
	Phone # <input type="text" value="000 0000000"/> Ext <input type="text" value="0000000000"/>

Loan/Open Credit Processing
<input checked="" type="checkbox"/> Payment change monitoring
<input checked="" type="checkbox"/> Available balance calc use interest due
Pay club benefits to DIVAPL <input type="checkbox"/> (blank = pay to loan account)
CPI insurance provider <input type="text" value="allied"/>
CPI grace days <input type="text" value="0"/>
CPI premium term months <input type="text" value="12"/>

Continue
End Maintenance

CU*BASE operator edition
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See next page for field definitions.

The fields that are used with CPI force placed insurance (posting and payment change processing only) include the following fields:

<i>Field</i>	<i>Description</i>
CPI insurance vendor	Select Allied, SWBC, State National, Quie Track, Van Wagenen, Other, or None from the listing. Selecting Other or None will opt you out of the “posting and payment change” processing.
CPI grace days	Enter the number of grace days required by your vendor. Learn more about grace days on page 5.
CPI premium term months	Enter the number of months for the term of a force placed insurance policy. This need to match the requirements of your vendor. (Generally, this is twelve months.) NOTE: If a term of "99" months is configured, CU*BASE will amortize the CPI over the remaining term of the loan (assuming that the term is not more than 99 months, on RV loans for example.)