



Escrow Processing with CBX

Using the CBX Escrow Tracking and Payables System

INSIDE THIS GUIDE:

This guide *describes CBX Escrow Processing tools, which let you set up escrow accounts tied to CBX loans, record escrow payment information (taxes, insurance, fees, etc.), automatically process incoming loan payments to fund the escrow, and pay funds out of the escrow account quickly and efficiently.*

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Introduction

The system includes features such as configurable codes for escrow payees (vendors) and escrow types (i.e., summer taxes, winter taxes, insurance, etc.), an automated process for opening the escrow account and linking to the loan upon loan creation, and quick, simple procedures for adding escrow payable information.

The **Escrow “Accounts Payable” system** is designed to streamline the process of processing payments from escrow savings to payees such as tax authorities or insurance companies. Patterned after payroll processing, this tool lets you quickly gather all records for a particular payee (such as when you need to pay winter taxes for a local municipality), withdraw funds from member accounts, and cut a single check (or transfer to a G/L account), with a reconciliation report showing all members included in the payment.

The **Escrow Analysis tool** completes the escrow processing system. Designed in accordance with RESPA regulations, escrow account deposits and disbursements are analyzed on an annual basis or on demand as loans are paid out. Based on results of the analysis which forecasts activity for the coming year, mortgage payments are adjusted, members are notified, and reports generated to fulfill reporting requirements.

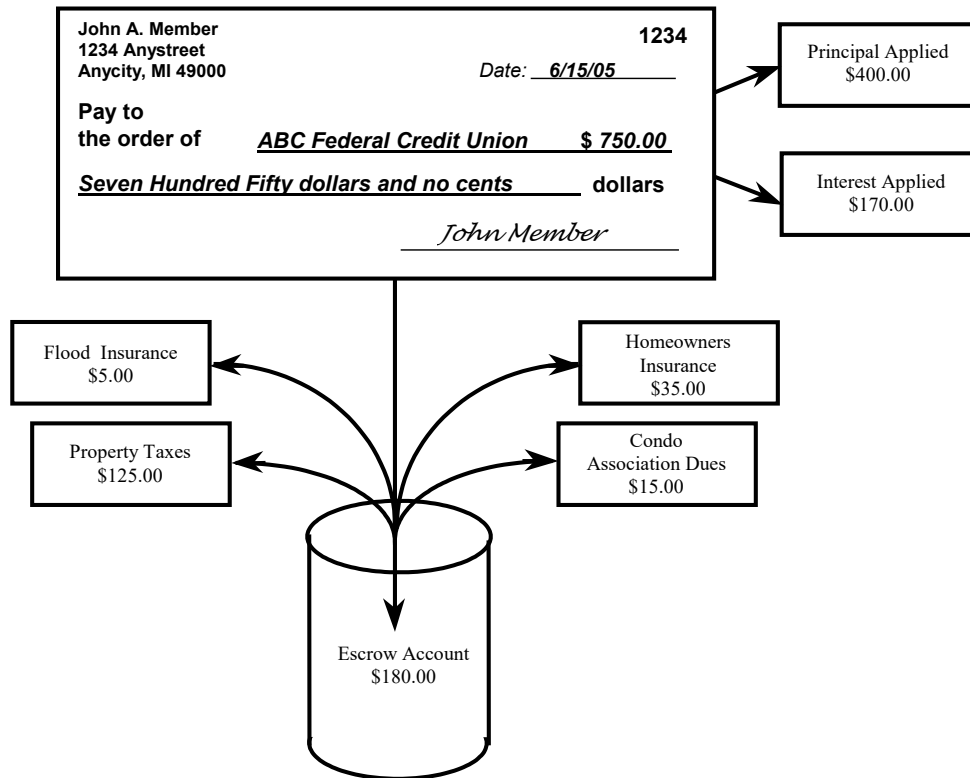
Although most commonly used with mortgages, CBX escrow processing is flexible enough to be used with your home equity lines of credit and other open-credit loan products as well.



Escrow Processing: Overview

Escrow accounts serve as holding accounts for expenses related to loans. The most common use is for mortgage loans, with an escrow account to take care of associated property taxes and homeowners' insurance. Every time a loan payment is made, a portion of the payment is funneled into the escrow savings account. Funds accumulate in this account and are disbursed periodically to appropriate third parties, such as a tax authority or insurance company.

A single escrow savings account can accumulate funds for many different purposes. The following diagram illustrates how a typical mortgage payment might be distributed among a loan account and an escrow account:



Benefits of an Escrow Account

In addition to providing convenience for members, the main goal of escrow processing is to reduce the risk for a credit union to handle the loan. If taxes and other liens on the collateral property are taken care of efficiently and consistently, the collateral on the loan is protected, to the benefit of both the credit union and the member.

From the Member's Point of View

- Escrow amounts due are automatically added to the loan payment amount to give the member a single regular payment amount due.
- When loan payments are made, funds are automatically channeled into the escrow savings account.
- A single escrow account will hold funds for multiple purposes, such as taxes for a county government, homeowner's insurance premiums for an insurance provider, fees for a condo association, etc.

- Bills are paid by the credit union when they are due.
- Member receives an escrow analysis statement once each year explaining how escrow funds were used and notifying them of changes to payment amounts.
 - Automated member notices are part of the CBX escrow system. Escrow analysis features and reports are described beginning on page 44.

From the Credit Union's Point of View

- Credit unions can manage payment schedules to ensure bills are paid on time.
- Bills can be paid quickly in a batch or individually to one or more third parties. Payments can be on behalf of a single member or a group of members.
- Payments can post the escrow savings account to a negative balance, so that bills can be paid even before all funds have been accumulated.
- Funds in the escrow savings account can be managed according to established regulations and guidelines - annual notices, paying surplus funds out of the escrow (or collecting deficient funds), changing payment amounts, etc.
 - Escrow analysis features, including automated processes for managing escrow payment amounts, are included in this booklet starting on page 44.

A Few Tips to Remember

- Whenever payments are made to an escrow payee (such as when you pay property taxes for a group of members), the system will automatically store a history record showing the exact amount and date on which the payment was made.
- Creating an escrow analysis projects future activity on the account and therefore has potential to change the monthly payment. **RESPA regulation limits payment changes to once each year based on the analysis.** Interim reports can be generated or viewed online, to review activity and history on an escrow account.
- The annual analysis process has two routines that allow you to first run a preview of results proposed by the escrow analysis; then second, routing that creates the analysis and actually updates all escrow disbursement records. The create analysis will either increase or decrease the member's total escrow payment according to the analysis of payment history.
- **Escrows with frequency other than monthly are supported!** CBX supports escrows with a payment frequency other than monthly. Not only are the payments toward escrow recorded with each payment, but the escrow analysis also shows these payments. Therefore, the regular payment will be referenced within this reference guide.

The Least You Need to Know

While this list doesn't include everything you need to know about escrow processing, we want to highlight a few things to make sure you notice them!

1. **If you use Private Mortgage Insurance (PMI), you must set the cushion # of months to zero.**

When configuring Escrow Payee Information, valid entries for the Cushion # of Months field are 0, 1, or 2 months, depending on the amount of cushion you choose to hold. RESPA allows up to 2 months of escrow deposits to be collected and held annually. *Important: This field is entered on the payee record, but the number must be the same for every payee.* Enter the number of months cushion based on your escrow policy. If, however, this payee is for PMI, the cushion must be set to zero months. (See page 13.)

2. If the escrow is for Private Mortgage Insurance (PMI), then you must configure the Escrow Type Code with Format Type of “P” (PMI).

The Format Type of “P” (PMI) will cause the following required text to print at the end of the analysis: “You have the right to cancel Private Mortgage Insurance in certain circumstances. Please contact your credit union for additional information.” (See page 16.)

3. If an escrow is 30 days or more past due or paid ahead when the analysis is run, it will not be included in the analysis and the account will not be updated.

Past due accounts, as well as those paid ahead are noted on the escrow analysis report. You can override this by specifying the particular account when you run the analysis. (See page 47.)

4. It is suggested that you make the New Payment Effective Date for your final analysis about ten business days before the end of the month to allow members to pay ahead and avoid having to override early payments.

Final analysis allows you to print the required statements. While running the final analysis using **Tool #297 Create Escrow Analysis**, you will enter the additional New payment effective date. This date is the date that the new escrow payment date will be updated and any surplus funds transferred. You will want to set this date prior to the end of the month so that members can pay a few days early. (See page 50).

5. You can suspend specific loans from Escrow Analysis

When running an escrow analysis, you can mark selected escrow accounts so that they are not included in your analysis. This allows you to remove accounts from your analysis while you research problems with the account. You can, for example, run an analysis on category 7 loans, while not including specific loans with an incorrect Private Mortgage Insurance (PMI) date. Then once these accounts are updated, simply remove the exclusion and rerun the analysis including them. (See page 48.)

Configuring the Loan and Savings Products

Before escrow processing can be used, you will need to ensure the appropriate configuration has been done for both the loan categories and escrow savings products you wish to use.

Activating Escrows in Loan Category Configuration

There are just a few special settings that must be included in the Loan Category configuration for loans that will be tied to escrow accounts and processed through the escrow system.

Tool #458 Loan Category Configuration

The screenshot shows the 'Loan Category Definition' tool. On the left is a sidebar with 'Skip', 'End Update', and 'Payment Controls' links. The main area is titled 'Loan Category Definition' and contains a 'Category code' field with the value 'FA' and 'FIRST MORTGAGE 30 YR FULLY AM'. Below this is a 'General Ledger Interface' section with fields for 'Loan category' (701.49), 'Interest earned' (111.49), 'Accrued interest' (751.49), and 'Loan category for write-offs' (99). To the right is a 'Payment Matrix Priorities' section with fields for 'Fine amount' (4), 'Interest Due' (2), 'Principal' (3), 'Escrow' (1), 'Misc. G/L' (0), 'Over payment indicator' (PRN), 'Miscellaneous G/L Account', 'Miscellaneous G/L Transaction description', and 'Miscellaneous G/L Amount' (0.00 or 0.000 %). At the bottom is an 'Additional information' section with checkboxes for 'Send 1098 tax form', 'Maximum loan disbursement' (999,999,999), and 'Allow tax-escrow accounts'.

The Allow tax-escrow accounts check box will appear only for loan categories that use Process Type “M” (mortgages), “L” (open-end line of credit), or “E” (closed-end loan). This flag must be checked in order to allow escrow accounts to be linked to these loans.

IMPORTANT: Mortgage products are usually controlled by very strict rules, making the results relatively predictable from a software standpoint. The closed-end process type, on the other hand, is used in CBX for many different types of loans, with myriad combinations of interest calc types and payment controls. If you are planning on creating a new product to use escrow functionality with Process Type “E”, we recommend you have a conversation with our Lender*VP team to talk through your program and understand how the servicing will work for you.

In addition, make sure to set the Escrow field in the Payment Matrix Priorities section to any sequence number other than 0. If the Escrow priority is left blank or is 0, the system will ignore the escrow account when processing payments and any payments to the escrow savings must be made manually.

- In the example above, the payment matrix is set up so that when a payment is made, the system will satisfy the normal escrow transfer first, then pay interest due, and finally pay the remaining funds toward the principal, followed by fees.
- The Payment Matrix Priorities may vary. The recommended order is 1=Escrow, 2=Interest, 3=Principal and 4=Fine amount.

Escrow Partial Pay

Your members can make multiple payments in the same month on their 365-day interest calculation loans, but the system will be smart enough to make only one payment towards their escrow per period without manual intervention on your part or having to use a sweep account.

CBX will accept the payment and spread it over the payment matrix while advancing the next due date appropriately. CBX will understand when the escrow transfer has been satisfied and when it is delinquent.

It doesn’t matter what method the member uses to make the payment—online banking, teller, phone transfer, direct mail post, AFT, etc.—all of the relevant posting programs have been changed to keep track of partial payments toward a full escrow transfer on 365 calc type loans.

This affects only 365 calculation type loans. Partial escrow transfers are not supported for 360-day mortgages nor for interest-only loans.

The following conditions must be met to offer partial escrow payments to your members:

- The Interest Calculation type of the loan category is a 0 = 365. (The mortgage is a 365 mortgage.)
- The Payment Calculation Type is Principal and Interest.

Configuration

To configure a loan category to allow multiple escrow payments, the Payment Controls screen (accessed via **Payment Controls** on the Loan configuration screen – shown on page 7) needs to be set up in the following manner.

Payment Controls (Tool #458 > Payment Controls)

Payment Controls

FA FIRST MORTGAGE 30 YR FULLY AM

UPDATE

☒ Allow partial loan payments

☐ Allow partial escrow payments

☒ Allow payment prior to first payment date

Save

←

→

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How this Works

If partial escrow payments are allowed, members can pay multiple times during a month. These changes are recorded on the Inquiry view of the loan account. View the Escrow detail tab on the Payment Information screen (typically known as the delinquency pop-up window) accessed via Loan Account Inquiry.

Payment Information (Member Inquiry > Select loan account)

Use Reporting History

to see a history of

credit bureau

reporting for this loan,

showing each time

the loan was reported

to the bureau(s).

Summary

Escrow detail

Loan partial payment	0.00	Escrow run date	Feb 26, 2024
Escrow partial payment	557.43	Escrow analysis date	Feb 2024
Total partial payment	557.43		
Escrow remaining	541.87		

View Credit File

Payment Change

Reporting History

CPI History

Risk Level History

Write-Off History

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First, let's review the meaning of the fields above. Loan partial payment is the amount paid toward the loan payment and escrow partial payment is the amount paid toward the escrow. These two items equal the Total partial payment. The Escrow remaining is the amount still left to pay to fulfill the escrow payment.

In the example above, the member has paid \$557.43 toward her loan. This payment has gone to satisfy the first item in the payment matrix (escrow). It is recorded as a partial escrow payment of \$557.43. At this point, the member still owes \$541.87 toward her escrow, as well as the remaining amount due toward the loan payment, as well as the fees and other items in the payment matrix. Next week, the member makes a payment of \$909.44 toward her mortgage.

Payment Information (Member Inquiry > Select loan account)

Use Reporting History

to see a history of

credit bureau

reporting for this loan,

showing each time

the loan was reported

to the bureau(s).

Summary

Escrow detail

Loan partial payment	367.57	Escrow run date	Mar 5, 2024
Escrow partial payment	541.87	Escrow analysis date	Mar 2024
Total partial payment	909.44		
Escrow remaining	0.00		

View Credit File

Payment Change

Reporting History

CPI History

Risk Level History

Write-Off History

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As you can see, the amount satisfied the escrow payment of \$541.87 and \$367.57 was put toward paying the loan payment and is now recorded as a Loan partial payment.

The member could continue to pay toward her loan during the month. When her payments have satisfied all of the items in the payment matrix, CBX would advance her payment date ahead to the next month.

Setting Up an Escrow Savings Product

You may set up as many different escrow dividend applications as you wish. This is helpful for tracking different types of escrows separately - keeping mortgage escrows separate from other types, for example. It is recommended that a different account suffix range be used as well.

Share Account Setup

Suspend
Save
Skip
Qualified Dividends
ARU/Online Banking
Restrict Mbr Desgn
Checklist
ANR Scoring

Dividend application
FC
01
ABC CREDIT UNION

General Account Information

Description
FCU ESCROW

Account range
039
to
039

Application type
Tax/escrow share products

IRA plan type
☐

☐ HSA

☐ Reg D transaction account
Reg D transfers per month

Zero balance account option
No action taken

Freeze code
No withdrawals

Configure Negative Balance Processing

ATM surcharge rebate program code

ATM service charge rebate program

Card activity rebate program code

In order to work with the escrow processing system, the Application Type must be set to Tax/escrow share products (TX) in the dividend application configuration.

Configuring Escrow Payees

Escrow payees are third-party organizations to whom you make payments on behalf of your members, using funds from escrow savings accounts. Common examples would be city and county governments and insurance companies.

Tool #249 Configure Escrow Payees

Configure Escrow Payee Information

Add

Jump to code starting with Jump to name starting with

Search for name containing

Options... ↑ ↓

Code	Name	Street Address	City	State	ZIP	Phone
A	AAA INSURANCE	1 AUTO CLUB DR	DEARBORN	MI	48126	989-686-2940
AAA	AAA INSURANCE	1 AUTO CLUB DRIVE	DEARBORN	MI	48126	989-790-3240
AAA C	AAA INSURANCE	PO BOX 740343	CINCINNATI	OH	45274	989-673-1488
AAA D	AAA INSURANCE	1 AUTO CLUB DR	DEARBORN	MI	48126	800-677-0777
ACOP	AC COPPOLINO INSURANCE AGENCY	3123 DAVENPORT AVE	SAGINAW	MI	48602	989-792-1527
ACME	ACME TOWNSHIP	6042 ACME ROAD	WILLIAMSBURG	MI	49690	231-267-9225
ACTIO	CITIZENS INSURANCE COMPANY	PO BOX 77000	DETROIT	MI	48277	888-467-5611
ADAMS	ADAMS TOWNSHIP-HOUGHTON COUNTY	PO BOX 51	ATLANTIC MINE	MI	49905	906-482-5474
ADATO	ADA TOWNSHIP	PO BOX 370	ADA	MI	49301	616-676-9191
ADATS	ADAMS TOWNSHIP-HILLSDALE COUNTY	1591 S. TRIPP ROAD	OSSEO	MI	49266	517-523-2948
ADATW	ADAMS TOWNSHIP-ARENAC COUNTY	6990 W. MOORES JUNCTION	STERLING	MI	48659	517-654-3270

Payees will be listed alphabetically by code, so use an appropriate naming convention for your codes. Use **Add** to create a new escrow payee or select an existing one in the list, then use Change or View to proceed to the second screen.

- Use the search fields to quickly 'position to' a specific payee code or name in the list.

Configure Escrow Payee Information (Tool #249)

Configure Escrow Payee Information

Add/Update >

Last Comment >

Payee code **ACTIO**

Payee name Phone

Street address Fax

Address 2 Contact

City, State, ZIP

Cushion # of months ☐ 0 ☐ 1 ☒ 2

Disbursement method ☒ Check ☐ G/L Clearing G/L account

Bank ID Branch ☐ (blank = member branch)

ACH routing #

☒ Automatically advance due date ☒ Automatically advance policy expiration date


Sort disbursement list by ☐ Name ☒ Account # ☐ Tax ID ☐ Policy #

Comments

MESSAGE TIP: If you insert text or copy and paste text that exceeds the space provided, a pop-up window will appear. Select Yes to retain text you have written or pasted, but be careful, this may delete following text. Select No to cancel a paste. WARNING: Never check the "Remember my decision" checkbox on this pop-up window.

- CU*TIP: Use **Last Comment** if you have more than three lines of comments, to scroll to the last line quickly.

This screen lets you record information about the payee, including details about how payments will be processed to this particular organization. Payments can be made via check or by way of an internal transfer to a designated G/L settlement account, for settlement via wire or other method.

Field Name	Description
Payee name	Enter the payee name. If paid via check, this name will appear on the printed check.
Street address Address 2 City/State/Zip	Enter the payee's full address. If paid via check, this information will appear on the printed check.
Phone	Enter a contact phone number (informational only).
Fax	Enter a fax number (informational only).
Contact	Enter a contact name (informational only).
Cushion # of months	<p>Valid entries are 0, 1, or 2 months, depending on the amount of cushion you choose to hold. RESPA allows up to 2 months of escrow deposits to be collected and held annually.</p> <p>Important: This field is entered on the payee record, but the number must be the same for every payee. Enter the number of months cushion based on your escrow policy. If, however, this payee is for Private Mortgage Insurance (PMI), the cushion must be set to zero months.</p>
Disbursement method	<p>Choose one of the following to designate how payments to this payee should be processed:</p> <p>Check (C) Choose this if you want to cut a check to this payee and send it along with the report when processing escrow disbursements. (Also specify a <i>Clearing G/L account</i>, <i>Bank ID</i>, and <i>Branch</i>.)</p> <p>G/L (G) - Choose this if you want to transfer funds to a G/L settlement account in order to handle payment through another means (such as a wire transfer) for this payee. (Also specify a <i>Clearing G/L Account</i>.)</p>
Clearing G/L account	Enter the G/L clearing account number (used by both disbursement methods).
Bank ID	<p>If paying via check, enter the Bank ID to use when producing the check.</p> <p>Click the lookup button  to see a list of your credit union's configured IDs.</p>
Branch	This field is not currently used. When payments to the payee are posted, the offsetting G/L transaction will use the branch/location number from the person who posted the transaction (the "teller" branch).
ACH routing #	Use this field to record an ACH Routing & Transit number to be used when sending money to this payee via ACH or wire. (Informational only; not currently used by CBX.)

Field Name	Description
Automatically advance due date	<p>Check this flag if the due date on all individual escrow payment records should be advanced one period automatically whenever a payment is posted to this payee.</p> <ul style="list-style-type: none"> ▪ In some cases, you may wish to remove this checkmark and then manually change due dates on each individual escrow record when you receive proof that payment has been received by the payee (such as when paying taxes).
Automatically advance policy expiration date	<p>This flag defaults to checked, which indicates to automatically advance the policy expiration date one period when escrow disbursements are processed for insurance and PMI escrow types.</p> <p>In addition to updating the expiration date on the payee record itself, the system will also advance the insurance policy expiration date on the first collateral record attached to the loan account. (This will overwrite any expiration date already on the collateral record and since only one of the collateral records will be changed, you may need to monitor and adjust additional collateral items manually as appropriate).</p> <ul style="list-style-type: none"> ▪ If you do not want the policy expiration date to be automatically advanced, then remove this checkmark. You will then need to use the unlock feature to manually update the policy expiration date when processing the escrow disbursement.
Sort disbursement list by	<p>This lets you decide how the list of escrow accounts will be displayed when disbursing funds to this payee (see page 26). This should match whatever sort order will be used on the invoice or statement you receive from this payee.</p> <p>You can choose to sort by Account #, Name, Policy #, or Tax ID, but keep in mind that the primary sort is based on who the disbursement check is payable to (member, payee or both) per the escrow disbursement record (see page 18).</p> <ul style="list-style-type: none"> ▪ For example, payments to a city tax assessor might be easiest to handle if the accounts were listed in order by Tax ID number, to match the invoice you receive for all tax bills due. <p>Note: If the sort is by Account # or Name and the disbursement record contains both a policy number and a Tax ID (I=Insurance, P=PMI format types only), then policy number will display instead of the Tax ID.</p>
Comments	<p>Use these lines for miscellaneous procedures, instructions, or other comments about this payee.</p>

Configuring Escrow Types

Escrow Type codes let you group different types of payments together so that they can be processed in a batch. For example, you might have separate escrow type codes for property taxes, homeowner’s insurance, flood insurance, association dues, and private mortgage insurance (PMI).

When processing payments to a payee, such as a city government for property taxes, you can choose which escrow type should be paid for a particular payee. This allows you, for example, to keep summer and winter property tax bills separate for easier handling and analysis.

Tool #250 *Configure Escrow Type Codes*

Add

Code	Name	Type
CLC	MORTGAGE INSURANCE	INS
CPF	CPI FLOOD	INS
CPI	CPI HAZARD INS	INS
FLD	FLOOD	INS
INS	HAZARD INSURANCE	INS
NFL	NMS FLOOD	INS
NIN	NMS HOMEOWNERS INS	INS
NPM	MGIC	PMI
NRD	RURAL DEVEL ANNUL FEE	OTH
NVS	NMS VILLAGE SUM TAX	TAX
NXS	NMS SUMMER TAX	TAX
NXW	NMS WINTER TAX	TAX
PMI	MORTGAGE INSURANCE	PMI
TXS	SUMMER TAX	TAX
TXV	VILLAGE SUMMER TAX	TAX
TXW	WINTER TAX	TAX

Options...

↑

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- 1. Use **Add** to add a new escrow type.

Configure Escrow Type Codes (Tool #250 > Add)

CBX - Configure Escrow Type Codes

Code

Description

Format type

Tax

Insurance

Private Mortgage Insurance

Other

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- 2. Enter a three-character code along with a description for the code. Next, choose one of the following format types to define what fields and labels should appear on the Escrow Disbursement Record screen (see page 18 for samples of each).

Tax (T) – This format uses field labels such as “Total annual tax” and “Tax due date” and is used for property and other taxes. It also includes a field not found on the other formats: Tax term.

Insurance (I) – This format uses field labels such as “Total annual premium” and “Premium due date” and is appropriate for all types of insurance except for PMI (Private Mortgage Insurance). This format also includes two fields: Policy number and Policy expire date.

Private Mortgage Insurance (P) – This format, like the insurance format, uses field labels of “Total annual premium” and “Premium due date” but is used for Private Mortgage Insurance (PMI) only.

- If format type of “P” will cause the following required text to print at the end of the analysis, “You have the right to cancel Private Mortgage Insurance in certain circumstances. Please contact your credit union for additional information.”
- Use the Loan-to-Value Analysis Report (**Tool #477**) to determine if PMI should be taken off a loan. See page 43.

Other (O) – This format uses generic field labels such as “Total annual amount” and “Amount due date” and would be useful for generic fees, such as condo association dues.

Creating/Maintaining Escrow Accounts

Escrow accounts can be created and linked to a loan account either at the time the loan account is opened, as shown below, or later after the loan account is already in place, by using **Tool #570 Open/Update Escrow Disbursement Records** (described starting on page 24).

- NOTE: Tax escrow savings accounts (Application Type TX, tied to the MEMBER4 file) must be opened using one of the two methods described here. You cannot open an escrow savings account using the same feature that you would use to open regular savings accounts or certificates.

Creating an Escrow Account and Linking it to a New Loan

Tool #53 Process Member Applications > Work with Loan Request > Create Loan Account

The screenshot displays the 'Loan Creation' interface in the CBX system. On the left, there are links for 'View Credit Report' and 'Unlock Fields'. The main form area contains several fields: 'Loan account #' (a text box), 'Application #' (588877), 'Loan category' (60 FANNIE MORTGAGE), 'Account open reason code' (a dropdown with a magnifying glass icon), 'Co-borrower' (a text box), and 'Open date' (Feb 28, 2025). Below these is a 'Note Information' section with 'Assign account type' (790 Low 790 High 796). A checkbox labeled 'Create tax escrow account' is highlighted with a red box. Next to it is another checkbox labeled 'Include in open-end loan contract'. Below these are fields for 'Approval ID', 'Collector ID' (XX), 'Interviewer ID' (89), 'File verification date' (00000000), 'Credit report #' (a text box), and 'CU risk level' (a dropdown). A dark blue informational box at the bottom states: 'If a recent credit report exists for this member, the Credit report # and CU risk level fields will be filled in automatically, using the most recent report on file for the primary borrower. This links the report to this loan so that it will be archived and available for viewing throughout the life of the loan. Any additional signers on this loan will also be linked to the most recent credit report in their name, if one exists in the file.'

The *Create tax escrow account* check box appears only if the loan category has been configured to allow tax escrows. See page 7.

1. If setting up the escrow at the same time as opening the loan account, simply check *Create tax escrow account* on the loan creation screen. Then proceed as usual.
2. When you use Enter to create the account, the screen below will appear to allow you to create the escrow savings account:

Create New Escrow Account (Loan Creation > Create tax escrow account)

NOTE: These account suffix range fields will appear blank until you select a Dividend Application.

3. This screen lets you create the escrow savings account and also links it to the loan account. Enter a dividend application (you may configure more than one if you wish - see page 7) and a new account reason code.
 - Use **Unlock Fields** to allow maintenance to the Account type/suffix and Open date. This may be necessary when attaching a refinanced loan to the same escrow account previously used.
4. Use Enter to create the savings account and proceed directly to the Set Up Escrow Disbursement Record screen. (You can also access this screen through **Tool #570 Open/Update Escrow Disbursement Records** and entering the loan account.

Set Up Escrow Disbursement Record (Create New Escrow Account > Enter)

5. Use **Add New**.

Set Up Escrow Disbursement Record (Create New Escrow Account > Enter > Add New)

6. Choose both an escrow type code and an escrow payee code. Use the lookup button to see a list of your credit union's configured codes.

7. When ready, use Enter to proceed to the final screen. The layout will depend on which escrow type code was selected.

See following page for examples of three versions of screen, followed by field descriptions. Move to page 22 for step 8 in this process.

Tax Format Type (T)

This layout is used for tax items and uses labels like Total Tax and Tax due date. This format contains one additional field not found on the other two formats: Tax term.

Set Up Escrow Disbursement Record (Create New Escrow Account > Enter > Add New > Enter)

Use **View Collateral** to look up a Tax ID or other details from collateral on this loan account.

To copy the ID from that collateral item to the escrow screen, first highlight the ID on the collateral screen (the characters should appear blue), right-click, and choose Copy. Return to this escrow screen, right-click in the TIN field, and choose Paste.

Insurance Format Type (I)

This layout uses labels such as Total premium and Premium due date. This format also contains two additional fields not shown on the other two formats: Policy # and Policy expire date.

Set Up Escrow Disbursement Record (Create New Escrow Account > Enter > Add New > Enter)

The screenshot shows the 'Set Up Escrow Disbursement Record' form for Insurance Format Type (I). The form is titled 'Set Up Escrow Disbursement Record' and features a sidebar with 'Add/Update' and 'View Collateral' options. The main form area is divided into several sections: 'Member' (with a dropdown), 'Loan account' (791 FANNIE MAE LOANS), 'Escrow account' (089 ESCROW FANNIE MAE), 'Escrow code' (INS HAZARD INSURANCE), 'Escrow payee' (Details A AAA INSURANCE), 'Disbursement frequency' (dropdown), 'Premium due date' (00000000), 'Total premium' (0.00), 'Monthly due' (0.00), 'Total coverage' (0.00), 'Policy #' (text field), 'Policy expire date' (00000000), 'Tax identification #' (text field), 'Collateral property address' (00000-0000), 'Disbursements payable to' (Payee, Member, Both), 'County' (text field), 'State' (dropdown), and 'Comments' (text area). Navigation arrows are at the bottom right.

PMI (Private Mortgage Insurance) Format Type (P)

This layout mirrors the insurance format but is used for private mortgage insurance only.

Set Up Escrow Disbursement Record (Create New Escrow Account > Enter > Add New > Enter)

The screenshot shows the 'Set Up Escrow Disbursement Record' form for PMI Format Type (P). The form is titled 'Set Up Escrow Disbursement Record' and features a sidebar with 'Add/Update' and 'View Collateral' options. The main form area is divided into several sections: 'Member' (with a dropdown), 'Loan account' (790 FANNIE MAE LOANS), 'Escrow account' (088 ESCROW FANNIE MAE), 'Escrow code' (PMI MORTGAGE INSURANCE), 'Escrow payee' (Details A AAA INSURANCE), 'Disbursement frequency' (dropdown), 'Premium due date' (00000000), 'Total premium' (0.00), 'Monthly due' (0.00), 'Total coverage' (0.00), 'Policy #' (text field), 'Policy expire date' (00000000), 'Tax identification #' (text field), 'Collateral property address' (00000-0000), 'Disbursements payable to' (Payee, Member, Both), 'County' (text field), 'State' (dropdown), and 'Comments' (text area). Navigation arrows are at the bottom right.

Other Format Type (O)

This format uses generic labels such as Total Amount and Amount Due.

Set Up Escrow Disbursement Record (Create New Escrow Account > Enter > Add New > Enter)

Set Up Escrow Disbursement Record

Add/Update >
View Collateral >

Member

Loan account790 FANNIE MAE LOANS
Escrow account088 ESCROW FANNIE MAE

Escrow codeNRD RURAL DEVEL ANNUL FEE

Escrow payeeADATO Details ADA TOWNSHIP
Total amount0.00

Disbursement frequency
Monthly due0.00

Amount due date00000000
Total coverage0.00

Tax identification #
Collateral property address00000-0000

County
State

Comments

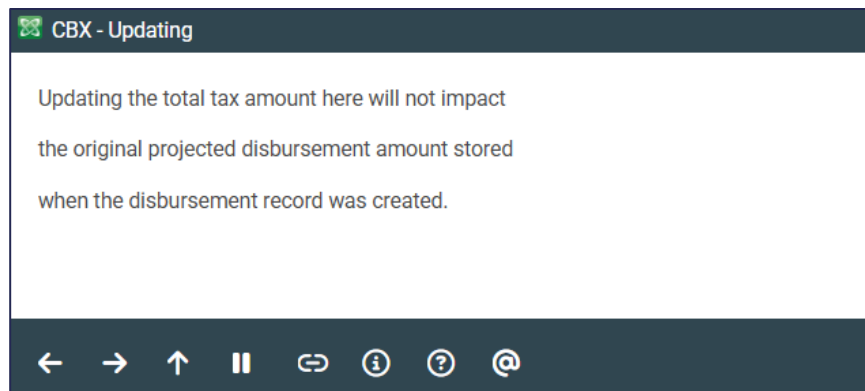
Field Descriptions

Field Name	Description
Total tax or Total premium or Total amount	<p>Enter the total annual amount. The most common disbursement frequency is one payment per year. However, even if the <i>Disbursement frequency</i> selected is other than “A” for annual, the amount to enter in this field is the annual total tax, premium, or amount.</p> <p>NOTE: If this field is updated, a warning message will appear.</p>
Disbursement frequency	<p>Enter a code to indicate how often this payment needs to be made. When payments are processed, the system will advance the due date ahead according to this frequency setting (if configured to do so in the payee code). The most common frequency is annual for a once-a-year payment.</p> <p>These are the same frequency codes used when setting up loans.</p> <p>Tips Regarding Frequencies Other Than Annual</p> <p>If the frequency is anything other than Annual, the system will assume the amount entered is an annual total and will automatically calculate the <i>Monthly due</i> by dividing that total by 12 months. When processing the payment, the system will use the frequency to determine how much of the total is due with that payment and to move the due date ahead.</p> <p>For example, if the frequency is Semi-annual (twice a year) and the total due is entered as \$1,200, the monthly due will be calculated as \$100. When a payment is processed, the payment amount will be \$600 (half of the total), and the due date will be moved forward six months at which time the remaining \$600 would be due.</p>

Field Name	Description
	In the event of frequencies such as a 3-year flood insurance policy, the total premium amount is divided by 36 to span the entire period.
Tax due date or Premium due date or Amount due date	Enter the date on which the next payment is due to this payee. <i>For Tax Due Date it is recommended that you set the due date for the month the bill becomes available.</i>
Monthly due	If this field is left blank, the system will automatically calculate it by dividing the total amount by 12 months. (Use Enter to perform this calculation and view the results before saving.) If you wish, you may modify this amount, and the system will use your amount instead of a calculated one. This would be helpful if you want to round payments up to the nearest dollar to keep the escrow total as a whole number.
Total coverage	Optional informational field; applies mostly to the insurance format but can be used for any purpose.
Tax term	<i>(Appears only on the Tax format.)</i> This field is not currently used.
Policy number	<i>(Appears only on the Insurance and PMI format.)</i> Use this to record a policy number. This number will appear on the escrow disbursement screen to help when processing payments to the insurance company.
Policy expire date	<i>(Appears only on the Insurance and PMI format.)</i> Use this to record a policy expiration date (informational only). <ul style="list-style-type: none"> When in update mode, the policy expire date defaults as non-input capable and requires using the unlock feature to update it manually.
TIN	For tax information, this field should be used to record the Tax ID number to which these taxes apply. <ul style="list-style-type: none"> HINT: Use Collateral to look up a Tax ID number on an existing collateral item for this loan, or to create a collateral record now. To copy the ID from that collateral item to the escrow screen: first highlight the ID on the collateral screen (the characters should appear blue), right-click, and choose Copy. Return to the escrow screen, right-click in the TIN field, and choose Paste.

Field Name	Description
Collateral property address	Displays the property address from the collateral record on file for the loan. If multiple collateral records exist, then “Multiple collateral records exist” displays.
Disbursement payable to	<p>Select who will receive the disbursement. Select from payee, payee and member, or member. If member or payee and member are selected, the check will be sent to the member. If the member is at an alternate address, the check will be sent to that location.</p> <p>This field determines the primary sort order when processing disbursements to escrow payees (see page 26). This disbursement list sorts first by “Disbursement payable to” member, second by payee, and lastly by both.</p>
Disbursement Record	<p>This allows the credit union to select who to disburse the check to: payee, member, or member and payee. If member or member and payee are selected, the check will be mailed to the member’s address.</p> <ul style="list-style-type: none"> ▪ If the member is currently at an alternate address, the check will be mailed to that location. <p>When the checks for a payee are processed, the screen will indicate how many checks will be disbursed to each payee option.</p>
County	Optional informational field; applies mostly to the tax format but can be used for any purpose.
State	Optional informational field; applies mostly to the tax format but can be used for any purpose.
Comments	Use these fields to enter any miscellaneous instructions, procedures, or other comments about this escrow payment detail.

- After completing all fields, use **Add/Update** to save the changes and return to the main setup screen. The system will display a pop-up window to prompt you for confirmation of how the update should affect the member escrow record. See page 25.
 - **CU*TIP:** On all of the formats, you can use **Collateral** to display any collateral records on the loan associated with this escrow, in order to look up value information or a Tax ID number.
- If the tax information is updated, the following message will appear alerting you to the fact that updating the total tax amount will not impact the original projected disbursement amount stored when the disbursement record was created. In rare instances where this needs to be adjusted, use **Tool #1125 Escrow Analysis Projected Disbursements**. See page 56.



10. The Escrow Disbursement records can be added or modified at any time. It's important that updates applied mid-year don't alter the monthly payment. The **Add/Update** function will display this popup window.

Member Update (Set Up Escrow Disbursement Record > Add/Update)

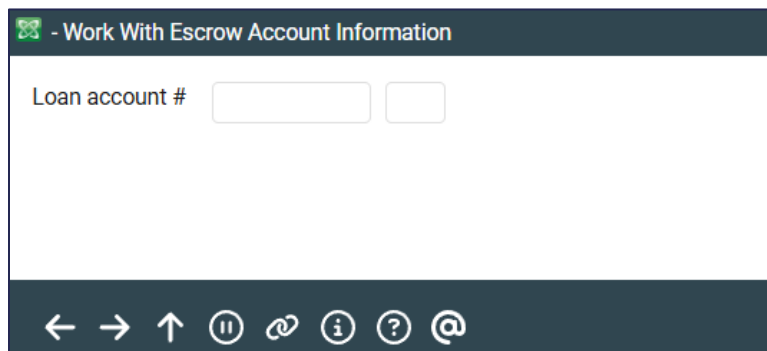
Because you are creating this escrow account, this box will be checked. Leave it checked to add to the member's payment. (This adds the escrow payment to the existing loan suffix).

11. When creating an escrow disbursement, the checkbox defaults to checked. It is recommended that you leave this box checked. Press Enter.
- Checking this box results in calculating the monthly amount to be collected for the escrow. RESPA regulations prohibit changing payment amounts for escrow adjustments unless the annual escrow analysis have been performed. If the box is unchecked, the disbursement record is updated, but the monthly amount to be deposited to escrow is unaffected. If the box is checked, the amount of the escrow could be altered because the member record would be updated

Updating Escrow Information

The following method is used to update an existing escrow disbursement record or to open a new escrow share account and link it to a loan.

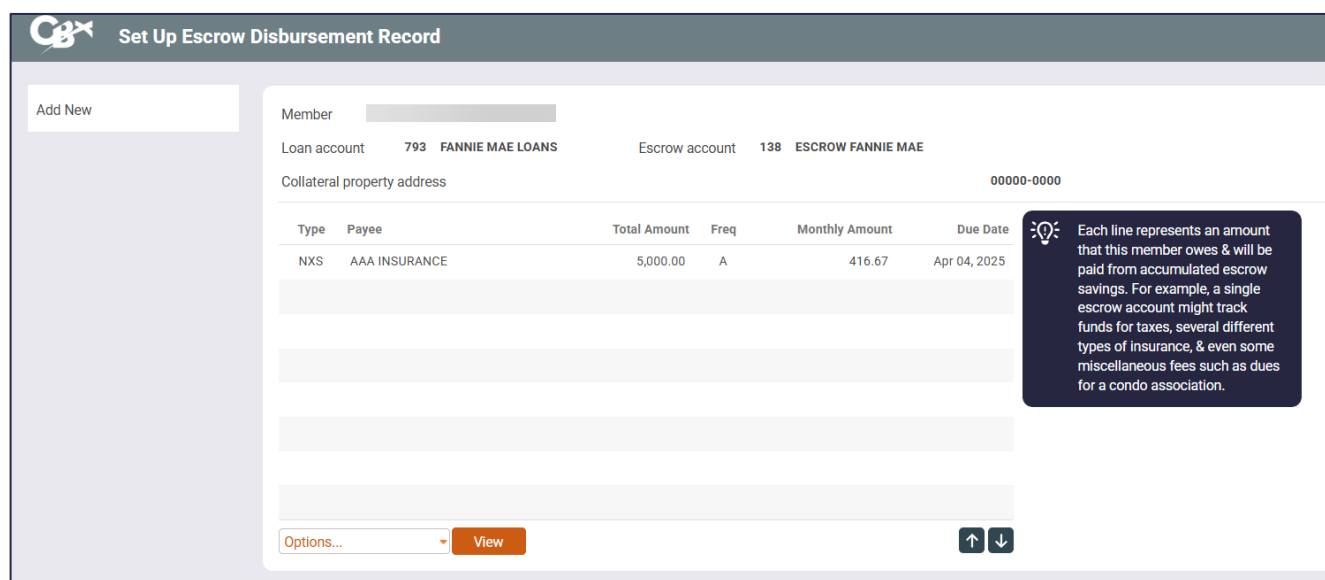
Tool #570 Open/Update Escrow Disbursement Records



The screenshot shows a web interface titled "Work With Escrow Account Information". It features a "Loan account #" label followed by two empty input fields. Below the input fields is a dark blue navigation bar containing several icons: a left arrow, a right arrow, an up arrow, a pause icon, a link icon, an information icon, a question mark icon, and a share icon.

1. Enter the loan account number. If the loan already has an escrow attached to it, you will proceed directly to the screen in step 2.
 - If the loan account does not currently have an escrow attached to it, the Create New Escrow Account screen (shown on page 17) will appear next to allow you to select a dividend application and open the escrow account before proceeding.

Set Up Escrow Disbursement Record (Tool #570)



The screenshot shows the "Set Up Escrow Disbursement Record" tool interface. It includes a sidebar with an "Add New" button. The main area displays the following information:

- Member: [Redacted]
- Loan account: 793 FANNIE MAE LOANS
- Escrow account: 138 ESCROW FANNIE MAE
- Collateral property address: 00000-0000

Type	Payee	Total Amount	Freq	Monthly Amount	Due Date
NXS	AAA INSURANCE	5,000.00	A	416.67	Apr 04, 2025

At the bottom, there is an "Options..." dropdown menu, a "View" button, and up/down arrow icons. A callout box on the right explains: "Each line represents an amount that this member owes & will be paid from accumulated escrow savings. For example, a single escrow account might track funds for taxes, several different types of insurance, & even some miscellaneous fees such as dues for a condo association."

- **CU*TIP:** To see a list of payments already made, select a payee in the list and click History. See page 41 for more details.
2. This screen lists any individual disbursement records for this escrow savings account. Each of these records represents an amount that this member owes and will be paid out of his or her accumulated escrow savings. For example, a single escrow account might track funds for taxes, several different types of insurance, and even some miscellaneous fees such as dues for a condo association.

The total of all of these records represents the amount of escrow funds that will be paid into the savings account by the member throughout the year, as loan payments are made. The system will calculate a monthly amount (or you can define one yourself) for each record and

automatically add that total to the member's regular loan payment so that the appropriate amount can be collected each month from the member.

3. Create a new disbursement record or modify an existing one.

- To create a new disbursement record, use **Add New** (shown on page 17).

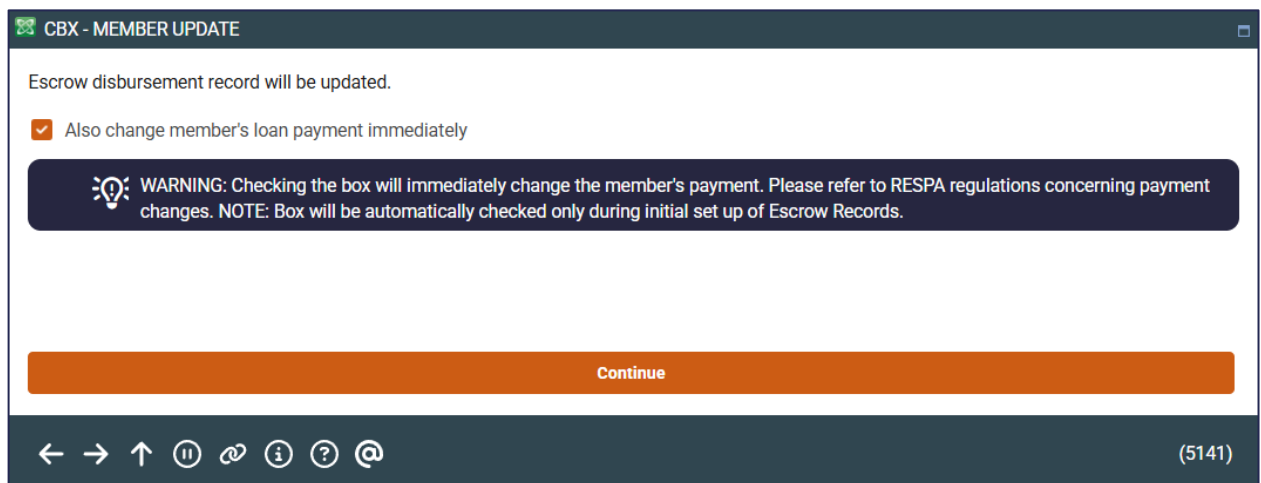
OR

- To modify an existing item, select it in the list and use *Change*. You will proceed directly to the appropriate version of the fourth screen (Tax, Insurance, PMI or Other format – shown beginning on page 18).

CU*TIP: If necessary, you can create multiple records using the same escrow type and escrow payee. For example, if this member pays property taxes on three different plots of land, you can choose to include them all in one record or create separate records as you wish (usually depends on how the records will appear on tax bills).

4. The Escrow Disbursement records can be modified at any time. It's important that updates applied mid-year don't alter the monthly payment. Use **Add/Update** after a change has been made to the Escrow Disbursement Record.

Member Update (Set Up Escrow Disbursement Record > Add/Update)



Do not check the Also change member's loan payment immediately box unless your intent is to change the member's payment amount immediately!

5. It is recommended that you leave the box (shown above) unchecked upon update.

- If the box is unchecked, the disbursement record is updated, but the monthly amount to be deposited to escrow is unaffected.
- If the box is checked, the amount of the escrow could be altered because the member record would be updated.

6. Use Enter to update the member with the changes.

Deleting Escrow Disbursement Records

Escrow disbursement records can be deleted completely. When the record is deleted, the entry will no longer display on any screen.

The delete feature is available from the same screen (Setup Escrow Disbursement Record) where escrow disbursement records are created and updated. The process begins on page 24.

To delete a record, highlight the record then select Delete. The pop-up window shown below will display.

Confirm Delete (Set Up Escrow Disbursement Record > Delete)

CBX - *** CONFIRM DELETE ***

You are about to delete the disbursement

for Payee/Escrow: A /NXS.

Delete

←

→

↑

⏸

🔗

ℹ

?

@

(5578)

Confirm the delete by using **Delete**. **Skip** or the Back button will return you to the previous screen, making no change.

Disbursing Funds to Escrow Payees

The main focus of the escrow payment disbursement system is the bill that your credit union receives from a third-party authority such as a tax assessor or insurance company.

The system will allow you to select the escrow payee and then display all of the members who owe money to that payee. After reconciling the bill against the list, you will post all disbursements (withdrawals) in a batch and create an offsetting payment. The payment can either print a check or credit a G/L account for alternative settlement.

Tool #342 Disburse Funds to Escrow Payee

CBX

Process Disbursements to Escrow Payee

Payee code

🔍

Escrow code

🔍

Date

📅

Escrow Workfiles in Progress

Payee	Esc	Last Date	Scheduled Amt	Invoice Number	Invoice Amt
AAA	NIN	Feb 24, 2025	92,644.27	1234	6,000.00

Select

↑

↓

- The list at the bottom of the screen will show any batches that were started but not actually posted. This allows you to work on a batch for a while, then temporarily stop and come back to it later if needed. To continue working this batch, select the item in the list and use Select or Enter.

This is the first of several screens used to post payments to an escrow payee. Start by choosing an escrow payee code and escrow type code. (Click the lookup button to see a list of your credit union's configured codes.)

- For example, if you have received the tax bill for summer taxes for your local city government, you would choose the city as the payee and your code for summer taxes as the escrow code.

Next, enter an optional date. The system will pull in all escrow records with a due date on or before that date.

When ready, use Enter to proceed to the next screen.

Process Disbursements to Escrow Payee (Tool #342)

Payee code	AAA	AAA INSURANCE	Invoice #	1234
Escrow code	NIN	NMS HOMEOWNERS INS	Invoice amount	6,000.00
Date	Feb 24, 2025			

On this screen, enter an invoice number and the total amount to be paid in this batch. This amount will be used to balance the batch against all of the individual payments to be made.

If you wish to pay on behalf of a single member account (such as if you are closing a loan and settling its escrow account), enter the member account base. Otherwise, leave that field blank and use Enter to proceed to the next screen.

The above screen can also be accessed via the back arrow when working escrow disbursements. It may be necessary to adjust an invoice amount if, for example, you realize that one of the loans included on the bill has been paid off.

Process Disbursements to Escrow Payee (Tool #342)

Post

Save

Toggle View

Print

Clear Work File

Suspend All

Activate All

Escrow payee

AAA AAA INSURANCE

Position to policy

Escrow code

NIN

Invoice #

1234

Date

Feb 24, 2025

Invoice amount

6,000.00

Transaction description

NMS HOMEOWNERS INS

Totals:

Scheduled amount

92,644.27

Disburse amount

92,644.27

Net difference

84,065.07-

Escrow Account	Loan	Policy#	Freeze	Current Balance	Scheduled Amount	Disburse Amount	Suspended
790			1	1,930.08	1,547.00	1,547.00	<input type="checkbox"/>
790			1	1,299.37	1,496.00	1,496.00	<input checked="" type="checkbox"/>
790			1	1,600.00	1,083.20	1,083.20	<input checked="" type="checkbox"/>
790			1	2,468.00	2,182.00	2,182.00	<input type="checkbox"/>
790			1	1,915.92	1,132.00	1,132.00	<input type="checkbox"/>
791			1	823.01	1,548.00	1,548.00	<input type="checkbox"/>
790			1	1,615.18	1,098.00	1,098.00	<input type="checkbox"/>
795			1	891.94	1,605.60	1,605.60	<input type="checkbox"/>
790			1	2,593.38	2,943.69	2,943.69	<input type="checkbox"/>
790			1	304.29	1,271.39	1,271.39	<input type="checkbox"/>
790			1	1,086.17	1,044.99	1,044.99	<input type="checkbox"/>
790			1	1,095.32	1,145.18	1,145.18	<input type="checkbox"/>
790			1	1,775.44	1,768.44	1,768.44	<input type="checkbox"/>
790			1	2,116.55	1,075.51	1,075.51	<input type="checkbox"/>
790			1	1,228.08	945.89	945.89	<input type="checkbox"/>

- If you update this disbursement amount, it will be populated in the escrow disbursement record. That way the numbers are there for the next analysis.
- If you do not wish to include a particular member in the payment, check the box to suspend payment for this batch only. Accounts that have been frozen will be suspended automatically.
- If the account number is blue, the escrow savings account has either been frozen or the account does not currently have sufficient funds for the scheduled amount. Posting this payment will take the escrow account to a negative balance. (Frozen accounts must be reactivated and a teller override performed.)

This screen displays all of the escrow disbursement records for this payee and escrow type code. The primary sort for the list is by who the disbursement check is payable per the escrow disbursement record (see page 18), first by member, then by payee, then by both. The secondary sort is by Account #, Name, Policy #, or Tax ID as configured for the escrow payee (see page 11).

- The screen defaults to show the Tax ID #. Use Toggle at the top of the column to sort by account number or member name.

The Scheduled Amount column shows the amounts from the escrow records. The Disbursed Amount fields allow you to adjust the actual amount that will be paid with this batch.

- **Handling a Frozen Account:** If an escrow account has been frozen from transactions and has a freeze indicator of 3, the system will automatically suspend the record. To pay the item anyway, uncheck the box in the Susp column to unsuspend. A confirmation window will automatically take you to the Transaction Override window, where you can override the freeze for this transaction. (An override must be done, or the transaction cannot be posted to this member's account.)

As you make changes, use Enter periodically to recalculate the balancing amounts at the top of the screen. If you need to stop working and come back to the batch at a later time, use **Save** to save and return to the initial screen (or the up arrow to save and exit).

IMPORTANT: If changes are made to the master escrow disbursement records (new members added, etc.) after you start working with a batch, use **Clear Workfile** and start over to refresh the file with all new data. Any adjustments you made to disbursement amounts will be lost.

IMPORTANT: Escrow records for annual amount and next due date are updated when a check is cut via **Tool #342 Disburse Funds to Escrow Payee**. If a check is cut, other than during the normal billing, the member's escrow record will need to be updated via **Tool #570 Open/Update Escrow Disbursement Records**. The TOTAL PAYMENT/PREMIUM amount field may need to be updated to a new amount equaling the total payment amount plus any supplemental billing amount (example – an upgraded insurance policy = \$400 annual + \$50 supplement = new premium amount of \$450). You will also need to back up the due date because each time a check is cut, the due date moves forward an additional payment period.

IMPORTANT: Escrow benefits follow the loan payment matrix of the loan (that includes escrow if applicable).

When the batch is in balance (the Net difference at the top of the screen reads 0.00), use **Post** to post the payment. The following confirmation window will appear:

Report Options

CBX - REPORT OPTIONS

Printer

☒ Include account # on report

Continue

← → ↑ ↓ ⓘ ⓘ ⓘ ⓘ (5116)

On this window you can decide whether the third detail report (see the samples on the following pages) should include member account numbers or not. This will depend on whether you will be sending the detail report to the final payee. (For privacy reasons, reports sent to third parties should not have credit union account number information on them.)

- **NOTE:** Since the first report will probably be sufficient for most third parties, this flag is usually left checked.

This screen allows you to print your reports to a different printer. For example, you can choose to print them to HOLDXX and view the reports online. These reports may be quite lengthy, and this way you may not only save paper but also free up the printer for others to use.

If this payee is set up to receive payment via a G/L transfer, use Enter to complete the posting and return to the initial screen.

OR

If payment is made by check, use Enter to proceed to the final screen:

Process Disbursements to Escrow Payee

Print All Checks

Payee code

A

AAA INSURANCE

Escrow code

CLC

MORTGAGE INSURANCE

Date

0/00/0000

Invoice #

123

Total invoice amount

10.00

Total disbursement amount

10.00

Check printer ID

P1

SYSTEM PRINTER

Bank ID

C1

CASHIER'S CHECK

Remitter

	# of Checks	Total Amount
Checks payable to escrow payee only	1	10.00
Checks payable to members only	0	0.00
Checks payable to member & escrow payee	0	0.00
Total disbursement	1	10.00

This screen indicates how many checks are being printed for each disbursement option, including payee, member, or member and payee. This setting is set in the configuration for the escrow payee. Use **Print All Checks** to produce the check and return to the initial screen.

Printing a Single Check with a Different Address

If you need to print a one-time check with an address that is different than the address in **Tool #249 Configure Escrow Payees**, two options are recommended.

NOTE: It is NOT recommended that you change the address via **Tool #249**, but instead use one of the following processes.

1. Continue with check printing.
2. Then reprint a check with the corrected address by using **Tool #760 Reprint Checks**. Be sure to void and dispense with the original check properly.

OR

1. Change the Escrow Payee Configuration (**Tool #249**). Disbursement Method to a G/L and note the clearing account.
2. Print a check with the correct address using **Tool #667 Print Miscellaneous Checks** from the clearing account G/L; editing address information as needed.

3. Change the Escrow Payee Configuration (**Tool #249**) disbursement method to check.
 - While changing the Disbursement Method in the payee record is recommended, it is not recommended that you change the address fields in the payee record. If the payee record does not get changed back, the consequence of changing the disbursement method is that the next time funds are cut from member accounts to pay that Payee, the funds will be setting in the GL; if Address fields are changed, the consequence is that funds could be sent from the CU to an incorrect address.

Report Samples

The following reports are generated automatically when payments are posted to escrow payees.

Escrow Payment Register (PESCPY-2)

2/26/25 12:53:30	CREDIT UNION	PESCPY-2	PAGE 1
RUN ON 2/26/25	ESCROW PAYMENT REGISTER	USER	
PAYABLE TO PAYEE			
ESCROW TYPE	WINTER TAX		
INVOICE NUMBER	1		
NAME	AMOUNT	TAX ID NUMBER	
JOHN	1243.03		
JOHN	4243.36		
*TOTAL DISBURSEMENT	5486.39		
END OF REPORT			

This report would be appropriate to pass on to the payee with the remittance check or other payment method.

Keep in mind that if both a Tax ID and Policy # exist for insurance or PMI records, the Policy # displays instead of the Tax ID.

Escrow Payment Exception Report (PESCPY-1)

2/26/25 12:53:30	CREDIT UNION	PESCPY-1	PAGE 1
RUN ON 2/26/25	ESCROW PAYMENT EXCEPTION REPORT	USER	
PAYABLE TO	COUNTY TREASURER		
ESCROW TYPE	WINTER TAX		
ACCOUNT #	NAME	LN TYP SCH DATE	AMOUNT PAYEE CODE ESCROW DESCRIPTION
NO SUSPENDED RECORDS			
END OF REPORT			

This report shows any records that were suspended and therefore not paid.

Escrow Detailed Transaction Register (PESCPY)

2/26/25 12:53:30	CREDIT UNION	PESCPY	PAGE 1
RUN ON 2/26/25	ESCROW PAYMENT TRANSACTION REGISTER	USER	
PAYABLE TO	PAYEE ONLY		
ESCROW PAYEE	COUNTY TREASURER		
ESCROW TYPE	WINTER TAX		


ACCOUNT #	NAME	LN TYP	SEQ #	CHECK #	AMOUNT	TRAN TYPE	PREVIOUS BALANCE	CURRENT BALANCE	NEXT DISB DATE
	JOHN	705	487		1243.03	38	7920.64-	9163.67-	02/26/2026
	JOHN	705	488		4243.36	38	9163.67-	13407.03-	02/26/2026
*PAY TO DISBURSEMENT TOTAL					5486.39				
*TOTAL DISBURSEMENT					5486.39				

END OF REPORT

This third report is intended for your records. The account number will show only if the box was checked on the confirmation window. This report is broken down by who the check was to (payee, member, or payee and member).

Escrow Disbursement Report


Tool #642 Print Escrow Disbursement Listing



Escrow Disbursement Reports


Retrieve Settings
Save Settings


Report Options

Escrow ☐ Detail ☐ Disbursement history ☐ Pending

From disbursement date 00000000  Optional


To disbursement date 00000000  Optional

Select escrow payee  Optional

Select escrow type  Optional

☒ Include account # on printed report

Sort type ☒ Consolidated ☐ By date

Copies 1 ☒ Job queue
Printer P1 

This screen lets you print disbursement information for all escrow payees. Each payee will appear on a separate report. The records will be grouped by due date, then escrow type code, with each date beginning on a separate page.

- Set it and forget it! This report's settings can be saved to be manually run at a later time or automatically run by Operations staff. Use the **Retrieve Settings** and **Save Settings** buttons. Refer to the online help for information on using this feature.

Field Descriptions

Field Name	Description
Disbursement Type	Choose one of the following to specify which data should appear on the report:

Field Name	Description
	<p>Escrow Detail (D) - Use this to include <u>scheduled</u> payment information and due dates. Basically, this lets you print a record of how your escrow disbursement records are currently set up.</p> <p>Disbursement History (H) - Use this to include payment history records only. This lets you print a record of payments actually made through the escrow disbursement payment process.</p> <p>Pending (P) – Use this to include invoices received and entered for payment but not yet paid. Use this report to view records prior to processing the payment.</p>
From disbursement date To disbursement date	Use one or both of these fields to limit the report to records with a certain range of payment due dates. For the “History” version of the report, these fields let you include records of payments made during this period of time. Leave the fields blank to include all records in the file.
Select escrow payee	<p>To print data for a single payee, enter the payee code here. Leave the field blank to create a separate report for each payee.</p> <ul style="list-style-type: none"> ▪ Click the lookup button to see a list of your credit union’s configured codes.
Select escrow type	<p>To print data for a single escrow type (such as summer taxes only), enter the escrow type code here. Leave the field blank to include all escrow types.</p> <ul style="list-style-type: none"> ▪ Click the lookup button to see a list of your credit union’s configured codes.
Include account # on printed report	Check this flag if the final report should include member account numbers. Uncheck the flag to omit the account numbers (such as if you will be sharing this report with another third party.)
Sort type	<p>Consolidated (C) – Use this option to print a report consolidated for each escrow payee regardless of the payment date.</p> <p>Date – (D) Use this option to print a report for individual escrow payees by date.</p>

Report Samples

Following is a sample of a multi-page report produced for one escrow payee, showing “active” (scheduled) payment information. **If “History” data was requested, an Invoice # column will also appear.**

Escrow Detail – By Date

7/11/25	9:38:52	ABC CREDIT UNION	LESCDP	PAGE
RUN ON	7/11/25	ESCROW DISBURSEMENT SETUP REGISTER	USER	
FILE DATE: 03/01/2025				
FROM 3/01/2025 TO 3/03/2025				
ESCROW PAYEE	ENACT MORTGAGE INSURANCE	ESCROW TYPE	NPM	
POLICY NUMBER	DISBURSED AMOUNT	MEMBER NAME	LOAN ACCOUNT S ESC	DISBURSE TO
		733.20	-790 037	
*TOTAL AMOUNT	733.20	TOTAL NUMBER ACCOUNTS	1	
END OF REPORT				

Escrow Detail – Consolidated

7/11/25	9:39:11	ABC CREDIT UNION	LESCDP	PAGE
RUN ON	7/11/25	ESCROW DISBURSEMENT SETUP REGISTER	USER	
FROM 2/24/2025 TO 3/03/2025				
ESCROW PAYEE	CPI - HAZARD	ESCROW TYPE	CPI	
POLICY NUMBER	DISBURSED AMOUNT	MEMBER NAME	LOAN ACCOUNT S ESC	DISBURSE TO
		528.63	-778 039	PAYEE
*TOTAL AMOUNT	528.63	TOTAL NUMBER ACCOUNTS	1	
END OF REPORT				

Disbursement History – Consolidated

7/11/25	9:39:43	ABC CREDIT UNION	LESCDP	PAGE
RUN ON	7/11/25	ESCROW DISBURSEMENT REPORT	USER	
FROM 2/02/2025 TO 3/03/2025				
ESCROW PAYEE	USAA INSURANCE	ESCROW TYPE	INS	
POLICY NUMBER	DISBURSED AMOUNT	MEMBER NAME	LOAN ACCOUNT S ESC	INVOICE # DISBURSE TO
		2116.09 PHILLIPS, CHRISTOPHER P	-778 039 1	PAYEE
		2263.89 TAYLOR, SHEILA M	-712 034 1	PAYEE
*TOTAL AMOUNT	4379.98	TOTAL NUMBER ACCOUNTS	2	

Disbursement History – By Date

7/11/25	9:40:01	ABC CREDIT UNION	LESCDP	PAGE
RUN ON	7/11/25	ESCROW DISBURSEMENT REPORT	USER	
FILE DATE: 02/25/2025				
FROM 2/24/2025 TO 3/03/2025				
ESCROW PAYEE	WESTFIELD INSURANCE	ESCROW TYPE	NIN	
POLICY NUMBER	DISBURSED AMOUNT	MEMBER NAME	LOAN ACCOUNT S ESC	INVOICE # DISBURSE TO
		1746.00	-790 037 1	PAYEE
*TOTAL AMOUNT	1746.00	TOTAL NUMBER ACCOUNTS	1	
END OF REPORT				

Pending – Consolidated

7/11/25 10:07:24		ABC CREDIT UNION				LESCDP		PAGE	
RUN ON 7/11/25		SCHEDULED ESCROW DISBURSEMENTS						USER <div></div>	
FROM 7/01/2025 TO 7/11/2025									
ESCROW PAYEE AAA INSURANCE				ESCROW TYPE NIN					
POLICY NUMBER		DISBURSED AMOUNT		MEMBER NAME		LOAN ACCOUNT S ESC		INVOICE # DISBURSE TO	
<div></div>		1496.00		<div></div>		-790 037 TES INVOICE		PAYEE	
		2182.00				-790 037 TES INVOICE		PAYEE	
		1132.00				-790 037 TES INVOICE		PAYEE	
		1548.00				-791 038 TES INVOICE		PAYEE	
		1098.00				-790 037 TES INVOICE		PAYEE	
		1605.60				-795 037 TES INVOICE		PAYEE	

Pending – By Date


7/11/25 10:08:07		ABC CREDIT UNION				LESCDP		PAGE	
RUN ON 7/11/25		SCHEDULED ESCROW DISBURSEMENTS						USER <div></div>	
FILE DATE: 07/10/2025									
FROM 7/01/2025 TO 7/11/2025									
ESCROW PAYEE AAA INSURANCE				ESCROW TYPE NIN					
POLICY NUMBER		DISBURSED AMOUNT		MEMBER NAME		LOAN ACCOUNT S ESC		INVOICE # DISBURSE TO	
<div></div>		1496.00	<div></div>		-790	037 TES INVOICE	PAYEE		
		2182.00			-790	037 TES INVOICE	PAYEE		
		1132.00			-790	037 TES INVOICE	PAYEE		
		1548.00			-791	038 TES INVOICE	PAYEE		
		1098.00			-790	037 TES INVOICE	PAYEE		
		1605.60			-795	037 TES INVOICE	PAYEE		
		1271.39			-790	037 TES INVOICE	PAYEE		

Escrow Collateral Report

This tool reports members that have future escrow disbursements and since it does not contain any member account numbers, it can be provided to municipalities or other payees who receive escrow payments. The report can be run by escrow payee or escrow type and lists the member's name along with associated collateral information. The collateral address and tax ID are pulled from the first collateral record on file for the member.

- Set it and forget it! This report's settings can be saved to be manually run at a later time or automatically run by Operations staff. Use the **Retrieve Settings** and **Save Settings** buttons. Refer to the online help for information on using this feature.

Tool #1690 Escrow Collateral Report

 Escrow Collateral Report

Retrieve Settings

Save Settings

Report Options

Escrow payee

Selected

Escrow type

Selected

Disbursement/Due date from 00000000 to 00000000

Copies 1

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A disbursement date range can be entered or left blank to include all future disbursement dates.

Escrow Collateral Report (LESCCOL)


7/11/25 8:47:34	ABC CREDIT UNION	LESCCOL	PAGE
RUN ON 7/11/25	ESCROW COLLATERAL REPORT	USER	
CU NAME	ABC CREDIT UNION		
CU ADDRESS			
	-0000		
CU PHONE			
NAME	COLLATERAL ADDRESS	CITY	ST ZIP TAX ID PAYEE ESCROW DESCRIPTI
			MI 48768 AAA NMS HOMEOWNERS I
			MI 48415 AAA NMS HOMEOWNERS I
			MI 48822 AAA NMS HOMEOWNERS I
			MI 48746 AAA HAZARD INSURANCE
			MI 48757 AAA HAZARD INSURANCE

Escrow Payables Review

The escrow processing system houses all the data required to manage your escrow savings accounts. Every escrow account will have at least one escrow payee with the potential for many more. Over the course of the loan, invoice amounts will change, members may switch from one insurance company to another, due dates might be altered, and any number of modifications which require the ability to maintain the payables record.

An important feature of the Escrow Payables system is the ability to run a report to show the status of your escrow payables for any time period, escrow payee, or member account.

Tool #940 Verify Escrow Disbursements


Escrow Payables Review

Report Options

Select payee

Optional

Select member account

Optional

From disbursement date

Optional

To disbursement date

Optional

Copies
☒ Job queue

Printer

To obtain a report on the entire escrow account portfolio, leave all fields at their default values. Optionally, you can select one escrow payee, an individual member account, or a range of dates. Report samples below indicate the types of information available from this report. The report prints in two individual sections and will appear in your spool file as separate reports.

This report (**LESCPR**) shows the status of the payables in your escrow payables system. If an invoice has been entered with an invoice number and due date, that information will appear as a line item. When the invoice is paid, the Disbursement Date and Amount Paid will print.

Escrow Payables Review – This report provides a comparison between planned and actual activity. It lists scheduled payments based on the invoice entered and the actual payment amount and date.

In addition to these reports specifically designed according to RESPA guidelines, you may develop reports unique to your credit union using CBX query tools.

Escrow Payables Review – Detail (LESCPR)

7/11/25	8:46:12	ABC CREDIT UNION						LESCPR	PAGE	
ESCROW PAYABLES REVIEW									USER	
	PAYEE	ESCROW	TOTAL	DISB	MONTHLY			AMOUNT	PAY	
ACCOUNT	CODE	CODE	TAX	FREQ	DUE	DUE DATE	DISB DATE	PAID	INVOICE #	TO
	-037	AAA	NIN	935.00	A	77.92		.00		
	-037	AAA	NIN	935.00	A	77.92		.00		
	-037	AAA	NIN	1098.00	A	91.50	2022/10/11	.00		P
	-037	AAA	NIN	1098.00	A	91.50	2022/10/11	.00		P
	-037	AAA	NIN	1098.00	A	91.50	2022/10/11	.00		P
	-037	AAA	NIN	1098.00	A	91.50	2022/10/11	.00		P
	-037	AAA	NIN	939.18	A	78.27	2025/08/20	.00		P
	-043	AAA	INS	3650.23	A	304.19		.00		
	-037	AAA	NIN	1894.89	A	157.91	2025/05/09	.00		P
	-037	AAA	NIN	1894.89	A	157.91	2025/05/09	.00		P
	-037	AAA	NIN	1605.60	A	133.80	2024/09/25	.00		P
	-037	AAA	NIN	1605.60	A	133.80	2024/09/25	.00		P
	-037	AAA	NIN	1132.00	A	94.34	2024/10/12	.00		P
	-037	AAA	NIN	1132.00	A	94.34	2024/10/12	.00		P
	TOTAL BY PAYEE		118							

This report (**LESCPY**) shows the last analysis date and any exception status for the account.

Escrow Payables Review Selection – Exceptions (LESCPY)

7/11/25		8:45.33		ABC CREDIT UNION		LESCPY		PAGE		
ESCROW PAYABLES REVIEW SELECTION								USER <div></div>		
LOAN		LAST								
ACCOUNT #		ACCT	ANALYSIS DATE		PROCESSING MESSAGE					
<div></div>		-038	791	2025/03		History found for entered period				
<div></div>		-037	790	2025/03		History found for entered period				
<div></div>		-037	790	2025/03		History found for entered period				
<div></div>		-037	790	2025/03		No payment history found				
<div></div>		-037	790	2025/03		History found for entered period				

Day-to-Day Loan Servicing

CBX has a variety of tools you'll use for your day-to-day escrow processing.

Handling Payments for Loans with Escrows

Loan payments can be made through normal channels using the same techniques used for other types of loans. If the loan category configuration is set up properly (see page 7), whenever loan payments are made, the system will automatically transfer the total regular escrow amount to the escrow savings account.

Remember that if the loan category is a mortgage type loan using the 360-day interest calculation method, other special rules also apply to how payments must be made on these loans. Refer to the separate booklet, "Mortgage Products: 360-Day Interest Calculation" for more information.

CBX calculates the member's normal payment amount as follows:

Regular payment (principal & interest)	\$1,215.88
Escrow transfer (taxes, insurance, etc.)	+ 263.18
Total regular payment amount	\$1,479.06

Funds will accumulate in the savings account until the escrow payment disbursement system is used to process payments to escrow payees.

Understanding the Role of the Payment Matrix

When payments are applied, as with any type of loan, CBX will use the Payment Matrix to determine how to "spread" the payment amount between the various payment components (interest, principal, escrow, etc.). In the case of a short payment, the amount of money that is put toward escrow savings will depend on how your payment matrix is set up and may result in underpayment to the escrow savings account.

If a special situation arises where a teller needs to apply the payment other than according to the normal payment matrix, Proc. Code "X" can be used on the teller Deposits/Withdrawals screen to display the Payment Matrix Override window. This window allows the payment amount to be spread exactly as desired, should the default calculations be incorrect. (Refer to CBX online help for details.)

See page 7 for a sample of a typical payment matrix for loans that have escrows attached.

Escrow Inquiry Tools

Member Account Inquiry – Escrow Savings Account

CBX

Member Account Inquiry

New Account >

New Type >

Dividend Calculator >

NSF >

Secured Funds >

Escrow Detail >

Additional Signer >

Payroll >

Tracker Review >

Account #

Date opened

Jan 25, 2021

G/L account

901.63-29

Loan #

-712

Current balance

2,171.25

- Secured

0.00

- Uncollected

0.00

= Net available

0.00

Account type

039

FCU ESCROW

MSR

FH

Withdrawals

0

Frozen

1

W/D

Passbook

NO

AFT

NO

Payroll

NO

Transaction inquiry date

Jul 02, 2025

Annual b/u withholding

0.00

Escrow payment

256.81

Period average balance

2,142.71

Escrow partial pay

.00

Period minimum balance

1,914.44

Escrow run date

Outstanding accrued club benefits

0.00

Escrow analysis date

YTD club benefits

0.00

Escrow analysis amortized shortage amount

8.24

Dividend Information

Quarter 1

0.00

Total

0.00

Quarter 2

0.00

Accrued

0.00

Quarter 3

0.00

Quarter 4

0.00

This screen shows information about the escrow savings account. You can use **Escrow Detail** to see escrow details (the screen shown on page 41 will appear).

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Member Account Inquiry – Loan Account

Member Account Inquiry

New Account >

New Account Type >

History >

Interest Calculator >

NSF >

Loan Officer >

Loan Category >

Tracker Review >

Overdraft Protection >

Account # G/L account 701.90-29 Date opened Jan 25, 2021

☒ Collateral
☐ Secured
☐ Delinquent
☒ Additional signers
☒ Participation loan
☐ Pledged
☐ Payroll
☐ AFT ☐ ACH

Scan e-Document

View e-Document

Account type 712 REAL ESTATE - EQUITY Custom Fields

Category 60 FANNIE MORTGAGE

Purpose 60 REAL ESTATE

Security 07 REAL ESTATE

Proc type M MORTGAGE LOAN

Payment protection N

Delivery channel CU Check digit 0

Misc coverage N Frozen NO 0

Transaction inquiry date Jul 02, 2025

Current balance	140,851.08	Interest rate	2.250%	Club Benefits	
+ Interest	0.00	Daily interest	3 8.80	Accrued	0.00
+ Delinquent fine	0.00	YTD interest	1,629.90	YTD	0.00
- Insurance rebate	0.00	Variable interest	000		
= Loan payoff	140,851.08	Amort/maturity date	Feb 01, 2036	Payments skipped this year	00
		Review date	Feb 01, 2036	Payments skipped life of loan	00

Disbursement limit	200,000.00	Int accrued through	Jun 30, 2025	Secured funds	0.00
Available funds	0.00	First payment	Mar 01, 2021		
Total disbursed	200,000.00	Last disbursed	Jan 25, 2021	ECOA code	2
Last disbursed balance	200,000.00	Last payment	Jul 02, 2025	Escrow	-039
Last payment	1,700.00	Next payment	01 Aug 01, 2025	Escrow payment	256.81
Regular payment	1,310.17	# pmts remaining	127 of 180	# of refinances	0
Amount due	0.00	Frequency	MONTHLY		
Partial pay	0.00	Stepdown amount	0.00		

Click either of the lookup buttons next to Escrow or Escrow payment to display the escrow detail screen.

This screen shows details about the loan account, including the escrow account to which it has been attached and the amount being added to the payment for escrow.

Payment Information (Inquiry > Lookup next to Delinquent)

- Payment Information

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

Summary

Escrow detail

Delinquency Details

Fine ID	4	5% OF PAYMENT / MORTGAGES		Credit report #	0000000
Control	2	0/00/0000		Report date	0/00/0000
Notice	0	Fines paid	0.00	Bureau	
Delinquent interest due		0.00		Risk score	0000
Actual # of days delinquent:				MDS score	0000
Months	0	Days	0	# times	0
1st date delinquent	0/00/0000	# pmts	0		

Credit Report Information

Amount Due

Amount delinquent	0.00	Regular payment	768.74
Fine amount	0.00	Escrow transfer	0.00
Amount due	0.00	Total payment	768.74
Partial payment	0.00	Next payment day	30 Date Mar 30, 2025

Regular Payment Information

View Credit File

Payment Change

Reporting History

CPI History

Risk Level History

Write-Off History

←

→

↑

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(182)

The delinquency pop-up window will also show the amount of funds from the total payment that is being transferred to the escrow savings account, to determine the total payment amount.

Escrow Payment History

The following screen is the same one used to set up the escrow disbursement records. It will also appear in view-only format when using either of the lookup buttons on the loan Account Inquiry screen shown on page 39.

Tool #570 Open/Update Escrow Disbursement Records

Set Up Escrow Disbursement Record

Add New

Member

Loan account 792 FANNIE MAE LOANS

Escrow account 137 ESCROW FANNIE MAE

Collateral property address 00000-0000


Type	Payee	Total Amount	Freq	Monthly Amount	Due Date
CLC	AAA INSURANCE	10.00	A	0.84	Mar 28, 2026

💡

Each line represents an amount that this member owes & will be paid from accumulated escrow savings. For example, a single escrow account might track funds for taxes, several different types of insurance, & even some miscellaneous fees such as dues for a condo association.

Select any item in the list and choose the History option to display the following payment history screen:

Escrow Disbursement History (Tool #570 > History)

 Escrow Disbursement History

Show Invoice #

Member

Loan account 792 FANNIE MAE LOANS

Escrow type (blank=all) CLC MORTGAGE INSURANCE Escrow account 137 ESCROW FANNIE MAE

Payee	Type	Due Date	Dist Date	Description	Amount Paid
AAA INSURANCE	CLC	Mar 28, 2025	Feb 28, 2025	MORTGAGE INSURANCE	10.00

To display all payments made for this member, regardless of payee or type, delete the code in the Escrow type field and use Enter to refresh.

- (HINT: Click on the headers to sort by either Payee or Type.)


Use the **Show Invoice #** button to toggle to display the invoice number in this column, as well as whether the check was made payable to the payee, the member, or the member and payee.

This screen shows a history of all payments made on this member's behalf from this escrow account, for the escrow type selected on the previous screen. Clear the field at the top of the screen and use Enter to see all payments.

Escrow Account Update

The escrow analysis is completed annually. Once completed, the escrow related fields shown below may get populated. Although these fields can be adjusted, manual intervention is rarely, if ever, required and should be considered only in extreme cases.

Tool #20 Update Account Information

 Account Information Update

Secondary Names >

Checklist >

Custom Fields >

Account # 089

Last maintenance date Feb 28, 2025

Current balance 0.00

Account opened by MSR MF

Date opened Feb 28, 2025

Dividend application FD

G/L account 901.64

Account status

☐ Suspend escrow analysis

of withdrawals 00

of transfers 00

Freeze 1 = No withdrawals or disb

☐ Passbook process ID

Statement indicator 0

Dividend last accrued Jan 01, 0001

Dividend accrued 0.000

Dividend paid: Q1 0.00

Q2 0.00

Q3 0.00

Q4 0.00

Accum balance 0.00

Minimum balance 0.00

Annual backup W/H 0.00

Accrued club benefit 0.00

YTD club benefit 0.00

Dividend post code

Escrow analysis change 0.00

Escrow payment 0.00

Escrow partial pay 0.00

Escrow loan account 007272023 791

Escrow run date

Escrow analysis date Feb 2025

Escrow Disbursement Records

Payee	Type	Description	Payee	Type	Description	Payee	Type	Description
-------	------	-------------	-------	------	-------------	-------	------	-------------

Let Us Know!

- Tier 2 level authority is required to update the *Escrow analysis change* field.

When the escrow analysis reveals that the escrow account is short or has a deficiency, that total amount is amortized over the next 12 months, and the calculated amount is stored in the *Escrow analysis change* field. That amount is equal to the increase or decrease in the regular escrow deposit.

The options chosen in Escrow Processing Configuration affect the way shortfalls are handled. See page 45.

The lower portion of the screen (Escrow Disbursement Records) displays the active payees created for this tax escrow account. It lists only the payee and type codes with the organization name.

To view the historical disbursement records, use member account inquiry for the loan account. For information to add, update or delete escrow payee records for this loan, see Updating Escrow Information starting on page 24 of this booklet.

Loan-to-Value Report

Tool #477 Loan-to-Value Analysis Report

The screenshot shows the 'Loan To Value Report' tool interface. It features a dark header with the CBX logo and the title 'Loan To Value Report'. Below the header, the interface is divided into several sections: 'Loan Details' with fields for Business unit, Loan category, Loan open dates (From/To), and an 'Include written off loans' checkbox; 'Collateral' with options for Collateral definition type (Real estate, Stock, Vehicle, Medallion, Other), LTV percentage ranges (From/To), and calculation methods (Based on: Original loan balance, Current loan balance; Collateral: Current value, Pledged value); 'Escrow' with Type and Payee code dropdowns; and 'Report Options' with a 'Sort by' dropdown (set to LTV), an 'Export detail to file' checkbox, and a 'Copies' field (set to 1) with a 'Job queue' checkbox and a 'Printer' field (set to P1). A search icon is also present in the bottom right corner of the report options section.

The Loan-to-Value Report is very handy for reviewing mortgage loans that are nearing 80% LTV and therefore requiring PMI termination, as well as to check for exceptions to credit union policy on your LTV ratios. You can choose a specific loan category to report and can sort by account number or LTV ratio. The calculation can be based on current or original loan balance, and you can specify a cut-off ratio to display on the report (such as 79.00% if you want to see loans getting close to PMI termination).

This report shows loan-to-value ratios on your loan accounts differently than the LTV you are used to seeing on individual collateral records. As mentioned above, you can choose to calculate LTV according to either the current loan balance or the original loan balance. In addition, the report looks at all collateral records attached to the loan and calculates LTV using values from multiple collateral items (if applicable). (NOTE: Only collateral types that use Definition Type Real Estate (R) will be included in this calculation.)

NOTE: This report calculates LTV differently than how it is calculated and displayed on the individual collateral record. The LTV on the collateral record is calculated based on the loan’s original balance using the value of that single collateral item only.

Real Estate Collateral Type (LLNTVRG)													
7/11/25 09:34:57				ABC CREDIT UNION						LLNTVRG		PAGE	
RUN ON 7/11/25				LOAN TO VALUE REPORT								USER	
REAL ESTATE COLLATERAL TYPE													
LOAN CATEGORY 41 INCLUDES WRITTEN OFF LOANS													
LOAN OPEN DATES FROM 03/03/2024 TO 07/11/2025													
LTV FROM 000.00% TO 80.00%													
ESTIMATED CURRENT VALUE USED IN LTV/CLTV CALCULATIONS.													
		COL LN		OPEN		CURR LOAN		ORIG LOAN		ESTIMATED --- LTV % ---		--- CLTV % --	
ACCT TYP		LAST NAME		COL# CDE CAT		DATE		BALANCE		BALANCE		VALUE ORIG CURR ORIG CURR	
755				001 M 41		05/09/24		35,964.04		40,000.00		110,000.00 36.36 32.69	
REPORT TOTALS								35,964.04				110,000.00	
												40,000.00	
TOTAL RECORDS PROCESSED						1							
END OF REPORT													

Annual Escrow Analysis Processing

Escrow analysis consists of three basic components: configuration, analysis, and reports. Annually, escrow accounts are analyzed to determine the impact of deposits and disbursements on the loan payment. At that time, new payments are calculated and adjusted for the coming year.

Overview

While escrow analysis is required annually, the CBX system provides short year functionality for situations, such as paid off or refinanced loans, that warrant mid-year analysis. Short year processing can also be used to align the escrow accounts to one analysis period within the year.

RESPA Reporting Requirements

Escrow Analysis Type Requirements	Reporting
Short Year	Within 60 days of loan closing or change
Annual Computation	Within 30 days of the end of the escrow year (required annually)
Initial (time of close)	Within 45 days of close
Good Faith Estimate	On or before loan close (typically HUD-1 or HUD-1A) Government forms required – created manually

Configuration

Configuration of the escrow analysis includes the credit union's decisions on how to handle over or short escrow account balances identified from the analysis. RESPA regulations allow some flexibility when total deposits for the year exceed the amount of the disbursements or are short of the funds required to satisfy all escrow invoices. Escrow forms are generated to mail to escrow accountholders. If your policy stipulates that members sign and return their Annual Escrow Account Disclosure Statement, you can configure the software to print a signature line on the form. An example is shown on page 53.

To understand the effect your configuration will have on the disposition of escrow accounts after the analysis, it will help to become familiar with a few basic terms.

The escrow analysis will present one of three ending balance results. Your credit union policies will determine how to handle each of these conditions when they occur.

Condition	Definition
Surplus	<i>"Surplus means an amount by which the current escrow account balance exceeds the target balance for the account."</i>
Shortage	<i>"Shortage means an amount by which a current escrow account balance falls short of the target balance at the time of escrow analysis."</i>
Deficiency	<i>"Deficiency is the amount of a negative balance in an escrow account."</i>
Target balance	<i>"Target balance means the estimated month end balance in an escrow account that is just sufficient to cover the remaining disbursements from the escrow account in the escrow account computation year, taking into account the remaining scheduled periodic payments, and a cushion, if any."</i>


Escrow analysis is performed on an aggregate escrow payee basis. This means that each escrow payee is set up individually in your escrow processing system, but the actual annual analysis is based on the sum of the annual disbursements. Once each year, every escrow account is analyzed for its over or short balance. For this escrow analysis, the target amount is the amount to bring the account to a zero balance plus any cushion setup for the payee.

Important: *Although the cushion amount is designated on each payee record, it's imperative that the amount be the same for every payee. If you elect to impose a cushion of 1 month or 2 months, be sure to enter the same number on each escrow payee record. One exception would be with PMI. See page 13 for reference.*

Calculations performed by the system determine if sufficient funds have been collected for combined records of escrow payees subject to this individual escrow account. The calculations will likewise reveal if too much money has been collected to satisfy the escrow target balance.

At completion of the escrow analysis process, the member's loan payment could increase or decrease based on the amount found to be over or short of the target balance. The escrow analysis process will automatically adjust the regular escrow payment on the date you specify as the new payment effective date.

Tool #363 Escrow Analysis Configuration


Escrow Analysis Configuration

Instructions for handling escrow account balance after analysis

Surplus (under \$50.00) ☐ Leave in account ☒ Transfer to savings

Short ☒ Amortize for 12 months ☐ Do nothing ☐ One lump payment

Deficiency ☒ Amortize for 12 months ☐ Do nothing ☐ One lump payment

☐ Include member signature line on Analysis statement

Closing paragraph on escrow disclosure:

Your monthly mortgage statement contains a coupon with the new payment amount. Escrow shortage/surplus are caused by changes in insurance premiums and property tax amounts.


IMPORTANT - If you pay the escrow shortage (partial or in full), please notify us at () or mortgageprocessing@ () .org so we can adjust your account.

Surplus amounts will be refunded to your savings account approximately 10 days before your new payment starts. (as listed on bottom of page 1)

If you have an automatic payment set up, please contact us to update.

If your loan payment is made from another financial institution, please contact that institution and communicate the change in the payment amount.

Please contact () or mortgageprocessing@ () .org for assistance/questions.

 Do not adjust the Surplus, Short or Deficiency settings in between the time when the escrow disclosure is generated for the member and the time the payment is adjusted on the member's account. This can adversely affect the escrow disbursement process.

RESPA rules are flexible to some degree, allowing you to decide how to handle escrow account balances once the analysis has been done.

The table below describes the options you have when determining how to handle escrow accounts when funds have been collected that are greater or less than the funds necessary to cover the escrow disbursements. Although your decision affects your entire loan portfolio, see Applying One Lump Payment on page 47.

Field Descriptions

Field Name	Description
When a surplus amount is under \$50.00, it can be left in the escrow account or transferred to the base savings account. If L – Leave in account is selected and the amount is \$50.00 or greater, the surplus is automatically transferred to the base savings account.	
Surpluses under \$50.00	Leave in account (L) Transfer to savings (X)
Shortages and deficiencies can be amortized over 12 months. According to the CFBP interpretation, you can permit the member to pay a lump sum as a repayment option, but it cannot be required under Reg X and therefore cannot be included on the disclosures.	
Short	Amortize for 12 months (A) Do nothing (D) One lump payment (P)
Deficiency	Amortize for 12 months (A) Do nothing (D) One lump payment (P)

Field Name	Description
Print member signature line on Analysis statement	Select this option if your credit union requires the member to sign a copy of the analysis.
Closing paragraph on escrow disclosure statement	This text will appear at the end of Annual Escrow Account Statement. See page 53 for an example of this form. A discussion of the customization follows.

The escrow analysis types are listed below with the reporting requirement as stipulated by RESPA. The only exception to these requirements is if a loan is in default, foreclosure, or bankruptcy.

These past-due accounts, as well as those paid ahead are noted on the escrow analysis report. You can override this by running an analysis for that particular account. You can run an analysis for that specific loan by specifying it when you run the analysis using **Tool #297 Create Escrow Analysis**. Once the loan is brought to current status, the analysis can be created again, at which time the escrow records are updated.

Applying One Lump Payment

As shown above, your credit union might choose to configure escrow shortages and deficiencies to amortize over the next 12 months. When the escrow analysis reveals an increase in the regular payment, the member could elect to pay the amount in one lump sum.

To accommodate that choice, a deposit must be made to the escrow savings account. Any method of payment can be used, such as depositing funds at the teller line or transferring from another account.

For example, if your configuration is set up to amortize for 12 months, you could accept a lump sum from your account holder. Remember, once the payment is posted, you will run a new escrow analysis for this one account. The result will show the effect on loan payments expected for the coming year.

Escrow Analysis Report and Member Forms

The Escrow Analysis is more than a report of historical data. It's a process comprised of transactions, files, data, and reports. From the onset of the escrow account, data must be processed, maintained, and stored in accordance with RESPA regulations. An escrow analysis spans historical data such as current escrow payments required and escrow funds collected and paid out, and projects future activity for each of those entities. The culmination of the process is updated payment amounts, reports produced that are internal to the credit union, and the Annual Escrow Account Disclosure Statement printed for the member.

The Escrow Analysis Report will be generated annually as part of the full escrow processing and analysis system. The report can also be generated on demand to provide short year reporting when a loan is paid off or refinanced. An important feature of the report is the ability to 'preview' your results prior to accepting and finalizing the analysis. Previewing the report allows you to check your escrow portfolio for completeness and verify the accuracy of monetary calculations.

CBX will allow you to create a Preview Escrow Analysis at any time during the year without danger of updating files, changing payments, or altering data. Think of this interim analysis as a trial run of the

actual process, even though the same rules apply. Interpretation of the data is date dependent, and several factors must be considered.

1. Date on which the analysis is generated (today's date)
2. Posting date of the last payment made
3. Date used as basis for the analysis projection
4. Month/year that follows the most recent payment

The system uses all these date parameters to interpret the data included in the escrow analysis. RESPA allows an escrow analysis to assume up to two payments, and CBX offers the same functionality. You can use a date two payments (2 months) into the future to gauge the performance of escrow accounts and generate a forward view of annualized data. Because of this, you can run your analyses for January in October or November to give your members extra notice of an impending payment change.

Suspending Specific Loans from Escrow Analysis

Previously when you ran an escrow analysis, you had the option of either running analysis on all of the escrows together or running it on one account at a time. Now you can mark selected escrow accounts so that they are not included in your analysis. This allows you to remove accounts from your analysis while you research problems with the account. You now can, for example, run an analysis on category 7 loans, while not including specific loans with an incorrect Private Mortgage Insurance (PMI) date. Then once these accounts are updated, simply remove the exclusion and rerun the analysis including them. To mark the escrow accounts you wish to exclude, use **Tool #20 Update Account Information**, enter the specific escrow account and check the *Suspend escrow analysis* checkbox.

Account Information Update (Tool #20)

Account Information Update

Secondary Names >
Checklist >
Custom Fields >

Account # 089
Last maintenance date Feb 28, 2025
Current balance 0.00
Account opened by MSR =FI
Date opened Feb 28, 2025

Imaging Solutions
Scan e-Document
View e-Document

Dividend application FD
G/L account 901.64
Account status
☐ Suspend escrow analysis
of withdrawals 00
of transfers 00
Freeze 1 = No withdrawals or disb
☐ Passbook process ID
Statement indicator 0

Dividend last accrued Jan 01, 0001
Dividend accrued 0.000
Dividend paid: Q1 0.00
Q2 0.00
Q3 0.00
Q4 0.00
Accum balance 0.00
Minimum balance 0.00
Annual backup W/H 0.00
Accrued club benefit 0.00
YTD club benefit 0.00

Dividend post code
Escrow analysis change 0.00
Escrow payment 0.00
Escrow partial pay 0.00
Escrow loan account 007272023 791
Escrow run date
Escrow analysis date Feb 2025

Escrow Disbursement Records

Payee	Type	Description	Payee	Type	Description	Payee	Type	Description

Let Us Know!

This change is recorded as a Y in the MEM4F2 field in MEMBER4, so you can later use Query for a listing of all escrow accounts that have been excluded. When you are ready to include these escrow accounts in your analysis, simply use Member Account Update again and uncheck the checkbox.

Step 1: Preview the Final Statement Data and Work the Entries

The screen below allows to run a Preview Analysis so that you can check your results prior to the final printing. You may run as many previews as needed and work the list. Simply use the same screen as for the final analysis with two changes. In this case, select Preview.

Tool #297 Create/Preview Escrow Analysis (Select the Preview Option)

- Refer to CBX online help for a description of the fields on the screen.

Select a date for the *Escrow projection start month* and the loan categories or escrow dividend applications to include. (You may also want to select *Include loans in paid ahead status in projection start month* to include members that are paid ahead to the projection start date.)

Then, select **Preview/Create Analysis** to generate the preview dashboard.

A confirmation will appear.

Create Escrow Analysis (Tool #297 > Preview/Create Analysis)

From there, select **Create** to view the preview dashboard.

Preview Escrow Analysis (Tool #297 > Preview/Create Analysis > Create)

Escrow Account	Loan	Last Analysis	Balance	Overage/Shortage	Old Loan Payment	Next Payment	Exception
-037	790	Apr 03, 2024	2,206.49	53.50-	513.28	Jan 01, 2025	D
-038	791	Mar 26, 2024	1,819.36	127.86-	1,058.89	Dec 01, 2024	D
-038	791	Apr 09, 2024	8,700.20-	29,748.29-	621.15	Dec 01, 2024	D
-037	791	Mar 26, 2024	3,309.98	1,367.37	1,482.59	Jan 01, 2025	D
-037	790	Mar 26, 2024	850.63	354.04-	844.08	Dec 01, 2024	D
-037	790	Mar 26, 2024	3,132.44	1,270.26	1,275.22	Dec 01, 2024	D
-037	790	Mar 26, 2024	365.77	657.61	2,006.86	Dec 01, 2024	D
-037	790	Apr 03, 2024	2,528.28	573.16-	1,037.56	Jan 01, 2025	D
-037	790	Mar 26, 2024	1,006.37	175.71-	685.69	Dec 01, 2024	D
-037	790	Apr 08, 2024	6,342.61	469.20-	2,000.84	Dec 01, 2024	D
-038	790	Mar 26, 2024	5,032.81	1,864.25	1,484.38	Jan 01, 2025	D
-037	790	Mar 26, 2024	3,351.07	552.79-	1,689.62	Dec 01, 2024	D
-038	791	Mar 26, 2024	1,821.52	610.64-	806.26	Dec 01, 2024	D
-037	705	Mar 26, 2024	1,663.04	235.11-	654.51	Dec 01, 2024	D
-037	790	Mar 26, 2024	1,758.36	333.02	747.35	Jan 01, 2025	D
-037	790	Mar 26, 2024	2,127.23	165.78-	814.83	Jan 01, 2025	D
-037	790	Mar 26, 2024	1,319.09	438.01	675.74	Dec 01, 2024	D
-037	790	Mar 26, 2024	1,624.36	411.88	721.13	Dec 01, 2024	D
-037	790	Mar 26, 2024	2,707.76	763.14-	715.90	May 01, 2025	P
-038	791	Mar 26, 2024	2,529.77	522.02	1,308.22	Dec 01, 2024	D

See CBX online help for a description of the columns on the screen.

This screen allows you to work a list of loans that are due for a payment change. As listed in the legend, some may fall under certain exceptions that require special handling including:

- Suspended
- Paid ahead
- Delinquent
- Loan not found (*meaning the loan was paid off that day*)

All columns on this dashboard are sortable. You can, for example, sort by the Exception column or the Overage/Shortage column.

There are many things you can do from this dashboard, including working the list and removing them as you work. This is done by using the *Exclude record* option. When you use Enter, this record will be removed from your view. *This only removes it from view, not the file. The record is still available for the "Create" feature, for example.*

IMPORTANT NOTE: This dashboard is designed to be worked by one employee at a time. If another employee at your credit union works this listing, you will need to share how you sorted the listing and the last account you worked.

Many more features are available from the options and buttons on this screen, including viewing projections and history, accessing inquiry and the escrow record, and printing all or selected preview records. *Refer to online help for more details. See example screens below.*

- NOTE: Any preview records that are printed via this dashboard will have the word *Preview* at the top of the first page.

Step 2: Create/Print the Final Statements

Final analysis allows you to print the required statements. You may run a preview as many times as desired to reconcile and correct any issues you find. Always run the Preview prior to Create and rerun it until satisfied that your escrow account data is correct.

While running the final analysis, select Create and select an *Escrow projection start month*.

Create/Preview Escrow Analysis (Tool #297)

The screenshot shows the 'Create/Preview Escrow Analysis' tool interface. On the left is a sidebar with 'Preview/Create Analysis'. The main area is titled 'Report Options' and contains a 'Create or preview Escrow Analysis' section with radio buttons for 'Preview' and 'Create' (selected). Below this are several input fields: 'Date payment changes on member account' (set to 0 with a calendar icon), 'Member account' (set to 0 with a magnifying glass icon), a checkbox for 'Bypass projection portion of the Analysis', 'Escrow projection start month' (set to 0 with a calendar icon), a checkbox for 'Include loans in paid ahead status in projection start month', 'Loan category' (with a 'Select' button), '- OR -', and 'Escrow dividend application' (with a 'Select' button). In the top right corner, there are controls for 'Copies' (set to 1) and 'Job queue' (checked), and a 'Printer' dropdown (set to P1) with a search icon. A tip box at the bottom states: 'Tip: When creating the Escrow Analysis, it is recommended for the date payment changes on the member account to be 10 days prior to the escrow, projection start date, but not on Sunday. Also, be sure to consider the timing of AFT payments and the date that statements are produced.'

Then, enter two additional fields that appear when Create is selected. The Print settings for final Escrow Analysis allows you to set how the printed escrow statement will print and how many copies. The *Date payment changes on member account* is the date that the new escrow payment will be updated and any surplus funds will be transferred. You will want to have this date set prior to the end of the month so that members can pay a few days early. Also, if mid-month mortgage statements apply, be sure that the *Date payment changes on member account* date is on the 17th or prior. This ensures that the mortgage statement will contain the correct amount due. Be sure to select a business day for the effective date; use the calendar lookup feature next to the date field to select a date that is a business day.

- Check the *Include loans in paid ahead status in projection start month* checkbox on the selection screen to include members who are paid ahead to the projection month in the group run analysis. Members paid ahead beyond the projection month must be run individually.
- The *Date payment changes on member account* date determines when the payment will change. During the beginning-of-day (BOD) processing for that date, the surplus amounts are transferred.

The following screen will appear once you use **Preview/Create Analysis**.

Create Escrow Analysis (Tool #297 > Preview/Create Analysis)

The screenshot shows the 'Create Escrow Analysis' tool interface. At the top, it says 'Escrow Analysis Disclosure Statements will be created and escrow payment changes scheduled for 24 records.' Below this, it says 'Escrow Analysis Disclosure Statements were not created for 3,647 records which had exception conditions.' Underneath, it says 'Loan categories selected: FE 50 60'. At the bottom, there is a large orange button labeled 'Create'. The interface has a dark blue header with the title '- Create Escrow Analysis' and a sidebar with navigation icons (back, forward, up, down, search, etc.). The bottom right corner shows the number '(1111)'.

Use **Create** to schedule all necessary payment changes for the selected escrow analysis year.

When this annual analysis is run, loans that are current (neither paid ahead nor delinquent) will be processed and have a statement printed. If the account is delinquent or paid ahead, the loan information will print on an exception report. This allows the mortgage servicer to work with the member to bring the account to current status. Even if the loan is not brought current, the analysis can be generated on an individual basis to print and send to the member.

There is one thing to keep in mind regarding escrow accounts in preparing for your analysis period. Delinquent loans greater than 30 days delinquent and loans paid ahead beyond the projection month will not be included in the analysis. Refer to the exception report for these loans. These excluded reports must be run individually by account number.

Member Forms

When the escrow analysis has been finalized, member forms are produced. The actual title of the member form is: Annual Escrow Account Disclosure Statement. The activity in the escrow account for the year is printed in a format that's easy for the member to read and understand. All deposits into and disbursements from the escrow account made during the year are shown in chronological order. The balance in the escrow account as of the end of the disclosure period is printed on the form.

The information printed on this disclosure statement provides a complete picture of activity since the last escrow analysis was performed and prints a projected new payment amount. In addition, the statement shows whether the escrow account had a surplus or was short funds to pay invoices, and it also indicates the amount of the cushion.

Some loan servicers require escrow accounts to have a cushion. This is an amount held in the account to prevent it from going negative during the year. If your credit union elects to have a cushion, it is set up in the Escrow Payee Configuration. The amount must fall within RESPA defined regulation. See page 13 for reference.

The member will receive their Annual Escrow Account Disclosure Statement from your credit union on an annual basis. Information on the form communicates what happened to the account as a result of the analysis. See the definitions regarding Surplus, Shortage, and Deficiency on page 45.

Customizing Annual Escrow Account Disclosure Message

The closing paragraph of your Annual Escrow Account Disclosure Statements is the same for all credit unions and includes reminders for handling payment changes. Using the Escrow Analysis configuration (shown on page 46), you can configure up to 10 lines of text telling your escrow members whatever you feel is most important for them to know. Once you have configured your new message, you may want to do a print preview via **Tool #297 Create Escrow Analysis** to ensure you typed and saved your message correctly.

Annual Escrow Account Disclosure Statement

7/11/25	ABC CREDIT UNION	ESCROW	PAGE 1																																
Escrow Analysis																																			
ABC CREDIT UNION		ANNUAL ESCROW DISCLOSURE PREVIEW																																	
<div style="background-color: #cccccc; width: 100px; height: 80px; margin: 10px auto;"></div> <div style="background-color: #cccccc; width: 100px; height: 80px; margin: 10px auto;"></div>		Statement Date: 07/11/2025																																	
		Escrow Account: -039																																	
		Loan Account: -712																																	
48734																																			
<p>Why am I receiving this Escrow Analysis Statement?</p> <p>Each year, we review your escrow account to ensure that the escrow portion of your monthly payment is enough to cover your Anticipated Annual Disbursements. Please review the new monthly escrow and payment details.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 40%;">ANTICIPATED ANNUAL DISBURSEMENTS</th> <th style="width: 60%;">ESCROW ACCOUNT BALANCE</th> </tr> <tr> <td>Tax \$ 2,982.84</td> <td>Projected balance on 07/31/2025 \$ 1,070.95</td> </tr> <tr> <td>Insurance \$</td> <td>Required balance on 07/31/2025 \$ 1,136.83</td> </tr> <tr> <td>Private Mortgage Insurance \$</td> <td></td> </tr> <tr> <td>Other \$</td> <td>YOUR ESCROW ACCOUNT HAS</td> </tr> <tr> <td>Total \$ 2,982.84</td> <td>A SHORTAGE OF \$65.88.</td> </tr> <tr> <td>New Escrow Deposit \$ 248.57*</td> <td></td> </tr> </table> <p>*Your New Escrow Deposit may include tax, insurance or PMI disbursements not processed within the 12 month Escrow Analysis period.</p> <p>Automatic distribution is the industry standard practice for handling escrow shortages.</p> <p>Escrow shortages are automatically split evenly and spread across your upcoming mortgage payments.</p> <p>There is no further action required.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 40%;"></th> <th style="width: 30%;">Current</th> <th style="width: 30%;">New payment</th> </tr> <tr> <td></td> <td>payment</td> <td>effective 08/2025</td> </tr> <tr> <td>Principal and/or interest</td> <td>1,310.17</td> <td>1,310.17</td> </tr> <tr> <td>Escrow payment</td> <td>256.81</td> <td>248.57</td> </tr> <tr> <td>Escrow shortage</td> <td></td> <td>5.49</td> </tr> <tr> <td></td> <td>1,566.98</td> <td>1,564.23</td> </tr> </table>				ANTICIPATED ANNUAL DISBURSEMENTS	ESCROW ACCOUNT BALANCE	Tax \$ 2,982.84	Projected balance on 07/31/2025 \$ 1,070.95	Insurance \$	Required balance on 07/31/2025 \$ 1,136.83	Private Mortgage Insurance \$		Other \$	YOUR ESCROW ACCOUNT HAS	Total \$ 2,982.84	A SHORTAGE OF \$65.88.	New Escrow Deposit \$ 248.57*			Current	New payment		payment	effective 08/2025	Principal and/or interest	1,310.17	1,310.17	Escrow payment	256.81	248.57	Escrow shortage		5.49		1,566.98	1,564.23
ANTICIPATED ANNUAL DISBURSEMENTS	ESCROW ACCOUNT BALANCE																																		
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FROM:		Use this optional coupon if you wish to make an																																	
<div style="background-color: #cccccc; width: 100px; height: 80px; margin: 10px auto;"></div>		additional contribution to your escrow account at																																	
		this time. Contact the credit union for information																																	
		on how this will affect your payment.																																	
TO: ABC CREDIT UNION																																			
<div style="background-color: #cccccc; width: 100px; height: 80px; margin: 10px auto;"></div>		Payment amount enclosed \$ _____																																	
48734		Acct # -039																																	

Annual Escrow Account Disclosure Statement (Cont.)

7/11/25		ABC CREDIT UNION		ESCROW	PAGE 2
Escrow Analysis					
ESCROW PROJECTIONS FOR THE COMING YEAR					
		ANTICIPATED AMOUNT		PROJECTED ESCROW	REQUIRED ESCROW
DATE	DESCRIPTION	TO ESCROW	FROM ESCROW	ACCOUNT BALANCE	ACCOUNT BALANCE
	Beginning Balance			1,070.95	1,136.83
08/2025	Payment	248.57		1,319.52	1,385.40
09/2025	Payment	248.57		1,568.09	1,633.97
10/2025	Payment	248.57		1,816.66	1,882.54
11/2025	Payment	248.57		2,065.23	2,131.11
12/2025	Payment	248.57		2,313.80	2,379.68
12/2025	TUSCOLA TOWNSHIP TREASURER		1,882.54	431.26	497.14 *
01/2026	Payment	248.57		679.83	745.71
02/2026	Payment	248.57		928.40	994.28
03/2026	Payment	248.57		1,176.97	1,242.85
04/2026	Payment	248.57		1,425.54	1,491.42
05/2026	Payment	248.57		1,674.11	1,739.99
06/2026	Payment	248.57		1,922.68	1,988.56
07/2026	Payment	248.57		2,171.25	2,237.13
07/2026	TUSCOLA TOWNSHIP TREASURER		1,100.30	1,070.95	1,136.83
	Ending Balance				1,136.83
	Totals	2,982.84	2,982.84		
*Your required balance is the amount required by federal law, state law, and your mortgage contract.					
It may include a cushion of up to 2/12ths of the total estimated amount of yearly escrow deposits.					
ESCROW HISTORY FOR THE LAST YEAR					
		DEPOSITS TO ESCROW		PAYMENTS FROM ESCROW	ESCROW
DATE	DESCRIPTION	ACTUAL	PROJECTED	ACTUAL	ACCOUNT BALANCE
	Beginning Balance				2,317.56
08/16/24	NMS SUMMER TAX		1,047.90	1,100.30	1,217.26
08/31/24	Payment	258.47			1,475.73
09/30/24	Payment	258.47			1,734.20
10/31/24	Payment	258.47			1,992.67
12/01/24	Payment	258.47			2,251.14
12/13/24	NMS WINTER TAX		1,865.10	1,882.54	368.60
12/28/24	Payment	258.47			627.07
02/01/25	Payment	258.47			885.54
03/01/25	Payment	258.47			1,144.01
04/01/25	Payment	256.81			1,400.82
04/30/25	Payment	256.81			1,657.63
05/26/25	Payment	256.81			1,914.44
07/02/25	Payment	256.81			2,171.25
----- Anticipated History -----					
07/01/25	TUSCOLA TOWNSHIP TREASURER			1,100.30	1,070.95
	Ending Balance				1,136.83
	Totals	2,836.53	2,913.00	4,083.14	
Your monthly mortgage statement contains a coupon with the new payment amount. Escrow shortage/surplus are caused by changes in insurance premiums and property tax amounts.					
IMPORTANT - If you pay the escrow shortage (partial or in full), please notify us at [REDACTED]					
[REDACTED] or mortgageprocessing@[REDACTED].org so we can adjust your account.					
Surplus amounts will be refunded to your savings account approximately 10 days before your new payment starts. (as listed on bottom of page 1)					
If you have an automatic payment set up, please contact us to update.					
If your loan payment is made from another financial institution, please contact that institution and communicate the change in the payment amount.					
Please contact [REDACTED] or mortgageprocessing@[REDACTED].org for assistance/questions.					

disbursement are shown.) The Description of the disbursement comes from the Escrow Payee Record. See page 11.

From this screen, you can use **Inquiry** to go to Member Account Inquiry.

If you select **Print**, you will print the Annual Escrow Account Disclosure Statement. If you are viewing a Preview analysis, the forms will indicate this, both in the title and the date of the form.

Projected Disbursement Amounts

To view the projected disbursement amounts year to year, use **Tool #1125 Escrow Analysis Projected Disbursements**. The example below shows an escrow with multiple payments made.

Escrow Analysis Projected Disbursement Amounts (Tool #1125)

Member Inquiry

Unlock Projected Disb

Escrow account -037

Loan account -790

Escrow Code	Payee Code	Disbursement Date	Projected Disbursement Amount	Amount Paid
NIN	AAA	Sep 13, 2024	1,219.00	1,269.00
NIN	AAA	Sep 11, 2023	1,105.00	1,219.00
NIN	AAA	Sep 07, 2022	957.00	1,105.00
NIN	AAA	Sep 09, 2021	845.00	957.00
NIN	AAA	Sep 09, 2020	796.00	845.00
NIN	AAA	Sep 10, 2019	865.00	796.00
NIN	AAA	Sep 18, 2018		865.00
NXS	EAGLE	Aug 19, 2024	1,299.57	1,372.42
NXS	EAGLE	Aug 17, 2023	1,237.70	1,299.57
NXS	EAGLE	Aug 08, 2022	1,200.40	1,237.70
NXS	EAGLE	Jul 20, 2021	1,186.69	1,200.40

In rare instances, you may wish to update the original projected disbursement amount. This might be done if a payment was made in error. To adjust the projected disbursement amount, use **Unlock Projected Disb**. This will open the field, so the amount can be edited.

Escrow Analysis Projected Disbursement Amounts (Tool #1125 > Unlock Projected Disb)

Member Inquiry

Unlock Projected Disb

Escrow account -037

Loan account -790

Escrow Code	Payee Code	Disbursement Date	Projected Disbursement Amount	Amount Paid
NIN	AAA	Sep 13, 2024	<input type="text" value="1,219.00"/>	1,269.00
NIN	AAA	Sep 11, 2023	<input type="text" value="1,105.00"/>	1,219.00
NIN	AAA	Sep 07, 2022	<input type="text" value="957.00"/>	1,105.00
NIN	AAA	Sep 09, 2021	<input type="text" value="845.00"/>	957.00