Office of Multifamily Production
Operational Bulletin 2017-01

To: FHA Multifamily Lenders
Re: Pay.gov Changes for Office of Multifamily Production Programs
Date: September 28, 2017

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The Office of Multifamily Production Program Fees payments screen on Pay.gov will change next week to include a set of radio buttons to indicate whether a lender is involved in the transaction, plus two new fields. Fees will not change, nor will any processing be affected. The new fields are informational.

The following changes are expected to be implemented no later than October 1, 2017:

1. Users will be required to click a radio button for "Lender" or "Non-Lender" at the top of the screen under the heading "Transaction Type." Clicking "Non-Lender" will auto-populate the otherwise-required fields for "FHA Lender Name" and "FHA Lender Number" with FHA accounting entries
2. Users will be required to choose "Yes" or "No" from pull-down menus for two new fields which appear about halfway down the list of fields. "Yes" or "No" will indicate:
    (a) if Tax-Exempt Bonds are part of the project's financial structure
    (b) if new or existing Low Income Housing Tax Credits are in the property's legal structure
    If the project has Tax Credits along with Tax-Exempt Bonds, both questions should be answered "Yes."

No MIP fees are affected by this change. MIP affordability categories will remain as they have been.

These changes will not affect how FHA Production offices process applications.

Field offices have been made aware of the coming changes. It is not required that Lenders, in their requests for "early FHA numbers," include information about the presence of Tax-Exempt Bonds or Tax Credits, since such information is not needed to generate an FHA number in our DAP system. If a Lender's request for an "early FHA number" includes such information, HUD staff may include it in their "new application" intake process, but this information can be added or changed later.

The two changed areas are shown in the screenshots below. The full new screen and the old screen appear further below.

The new Transaction Type radio butttons for "Lender" or "Non-Lender" and note are highlighted below.

MultiFamily Program Fees

* Transaction Type	○ Lender ○ Non-Lender

Select "Non-Lender" if the transaction has no lender involvement and to autopopulate certain fields below.

Transaction Date	09/26/2017
* FHA Lender Name	
* FHA Lender Number	
* FHA Project Number	

Clicking the "Non-Lender" radio button auto-populates the "FHA Lender Name" and "FHA Lender Number" fields as shown below:

MultiFamily Program Fees

* Transaction Type	○ Lender ⦿ Non-Lender

Select "Non-Lender" if the transaction has no lender involvement and to autopopulate certain fields below.

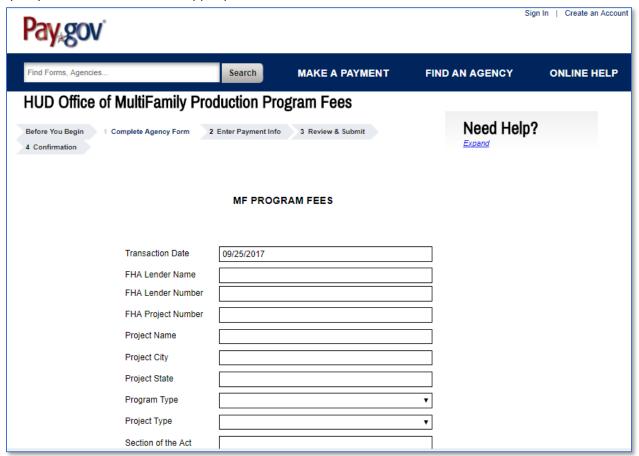|	
Transaction Date	09/26/2017
FHA Lender Name	No lender - TPA
FHA Lender Number	99999
* FHA Project Number	

The new fields for "Tax Exempt Bonds" and "Tax Credits" are highlighted below. These fields have "Yes"/"No" pull-down options.

* Program Type	▾
* Project Type	▾
* Tax Exempt Bonds?	▾
* Tax Credits?	▾
Section of the Act	
* Fee Type	▾

Here is the full new screen:

Alert Message:
Pay.gov QA is on Release 7.1.1

HUD Office of MultiFamily Production Program Fees

Before You Begin | 1 Complete Agency Form | 2 Enter Payment Info | 3 Review & Submit
4 Confirmation

Need Help?
Expand

MultiFamily Program Fees

* Transaction Type	○ Lender ● Non-Lender
	Select "Non-Lender" if the transaction has no lender involvement and to autopopulate certain fields below.
Transaction Date	09/26/2017
FHA Lender Name	No lender - TPA
FHA Lender Number	99999
* FHA Project Number	
* Project Name	
* Project City	
* Project State	
* Program Type	▼
* Project Type	▼
* Tax-Exempt Bonds?	▼
* Tax Credits?	▼
Section of the Act	
* Fee Type	▼
* Fee Amount	
Fund	

[PDF Preview]   [Continue]

By way of contrast, here is the upper portion of the old screen:

Questions? Please contact John Bell, john.c.bell@hud.gov, 202-402-2740.