

Special Common Bulletin Distribution – Approved Policies #850 and 851, Batch 127

Figure 13-1, the chart entitled “Information to Be Provided on the Claim Form,” in the October 2006 *Common Manual* has been corrected to incorporate changes previously approved in policies 850 and 851 of Batch 127.

Policy 851 clarified the description of several required data elements on the Claim Form: endorser’s or comaker’s SSN; endorser’s or comaker’s last-known complete address; and endorser’s or comaker’s home telephone number. Policy 851 also clarified the footnote “3” that is associated with all three of these required data elements, as follows: “Refers to information that the lender must provide on the Claim Form for loans first disbursed on or after September 1, 1998.” Due to an error in the October 2006 *Common Manual* publication, this footnote was incorrectly numbered, and was not associated with the correct data elements to which it pertains.

Policy 850 updated Figure 13-1 to align with the revised common Claim Form. A new field was added to the Claim Form to capture the amount of unpaid origination fee and unpaid capitalized interest that are included in the principal balance on the date the claim is filed. Policy 850 added a new footnote “4” to Figure 13-1, denoting that lenders are required to provide unpaid origination fee and unpaid capitalized interest information on the Claim Form for claims filed for loans first disbursed on or after September 1, 2004. Due to an error in the October 2006 *Common Manual* publication, this new footnote was incorrectly labeled “3,” and was not associated with the data element to which it pertains.

Each of the errors has been corrected in the *Integrated Common Manual* update to the October 2006 electronic manual. In addition, this special common bulletin is accompanied by an attachment that contains a corrected copy of Figure 13-1. Please distribute the attachment along with this special common bulletin to your participants and manual users within your organizations. Users of a paper manual are strongly encouraged to print the attachment, remove the current Figure 13-1 from their paper version of the October 2006 manual, and replace it with the corrected Figure 13-1 provided in the attachment.