

HUD FHA Annual Financial Statement Electronic Submission

AHACPA is nationally recognized for its training, technical support, troubleshooting and electronic submission of HUD annual financial statements. Since 1998 AHACPA has submitted thousands of annual financial statements for CPAs and Lenders. Our submission service is efficient, timely, and cost effective. We perform the complete submission process for you, within HUD's required time frame, at a competitive fee.

Submission Service Process in Nine Easy Steps:

1. The auditor emails AHACPA the financial statement packet, including the FDT template to AHACPA
 2. AHACPA enters data and uploads reports
 3. AHACPA emails auditor the submission report along with the Independent Accountant's Report on Applying Agreed-upon Procedure
 4. The auditor reviews the report and lets AHACPA know of any necessary changes
 5. When the auditor agrees with the entered submission they manually mark the "AGREES" circles on the agreed-upon procedure report, signs and sends it back to AHACPA
 6. AHACPA completes the agreed-upon procedure report on behalf of the auditor
 7. AHACPA completes the submission
 8. AHACPA emails auditor confirmation of the completed submission
 9. AHACPA monitors submission until status is "Audit Accepted"
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Information Needed for Submission:

- FHA Coordinator ID and Current Password (they change every 21 days)
 - Copy of entire financial statement package that comply with following requirements:
 - Use current chart of accounts <http://www.ahacpa.org/ahacpadocs/guides/fha/coa2010.pdf>
 - Financial Data Templates prepared on GAAP basis
 - Balance Sheet
 - Income statement
 - Cash Flow statement
 - Statement of Equity
 - Footnotes
 - Computation of adjusted net worth including a Statement of Auditing Standards (SAS) 29 opinion
 - Applicable Auditor's Reports, HAND signed, on letterhead
 - Schedule of Audit Finding, if applicable
 - Corrective Action Plan, if applicable, **written by the mortgagee, on letterhead and signed**
 - Information sheet COMPLETELY filled out
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Submission Fee:

The fee for AHACPA's HUD FHA electronic submission starts at \$500 per submission for Supervised Mortgagees, \$400 per submission for Unsupervised Mortgagees. Invoices payable upon receipt. Contact us for information on quantity discounts.

REQUIRED SUBMISSION INFORMATION

PLEASE fill out **LEGIBLY, AND COMPLETELY** – thanks!

12/11

LENDER Information

**** FHA Connection Coordinator ID:** _____ **CHECK** it here: <https://entp.hud.gov/clas/index.cfm>

**** FHA Connection 6 digit password:** _____ Passwords are **CASE SENSITIVE**

Title I Number (If applicable): _____ Contact First Name: _____

Title II Number (If applicable): _____ Contact Middle Initial: _____

Lender Name: _____ Contact Last Name: _____

Street Address: _____ Contact Title: _____

_____ Phone Number: _____

City: _____ Fax Number: _____

State: _____ Zip Code: _____ Contact email: _____

AUDITOR Information:

Name: _____ Firm: _____

Title: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ ** UII#: _____

**If you do not have/know your UII, put your Tax ID # here, and I will assist you in getting/looking it up.

Email: _____

Auditors PLEASE ANSWER ALL:

Is the HUD approved lender a parent **OR** subsidiary entity? _____ YES, answer next two _____ NO, skip next 2 questions

Did the HUD approved lender issue financial statements independent of the consolidated entity? _____ YES _____ NO

Is the information from its assets, liabilities and results of operation entered from the consolidated financial statements of the parent entity? _____ YES _____ NO

Financial Statements prepared using GAAP basis? _____ YES _____ NO

Financial Statement Audit was conducted in accordance with: _____ GAGAS _____ OTHER

Type of Audit Opinion Issued: _____ Unqualified Opinion / Type of SAS 29 Opinion: _____ Unqualified Opinion

“Going Concern” Indicator – explanatory paragraph: _____ NO _____ YES

Explanatory paragraph other than going concern: _____ NO _____ YES

Significant Deficiency and/or Material Weakness Indicator: _____ NO _____ YES (Relating to Internal Control Report)

Material Non-Compliance Indicator: _____ NO _____ YES (Relating to Compliance Report)