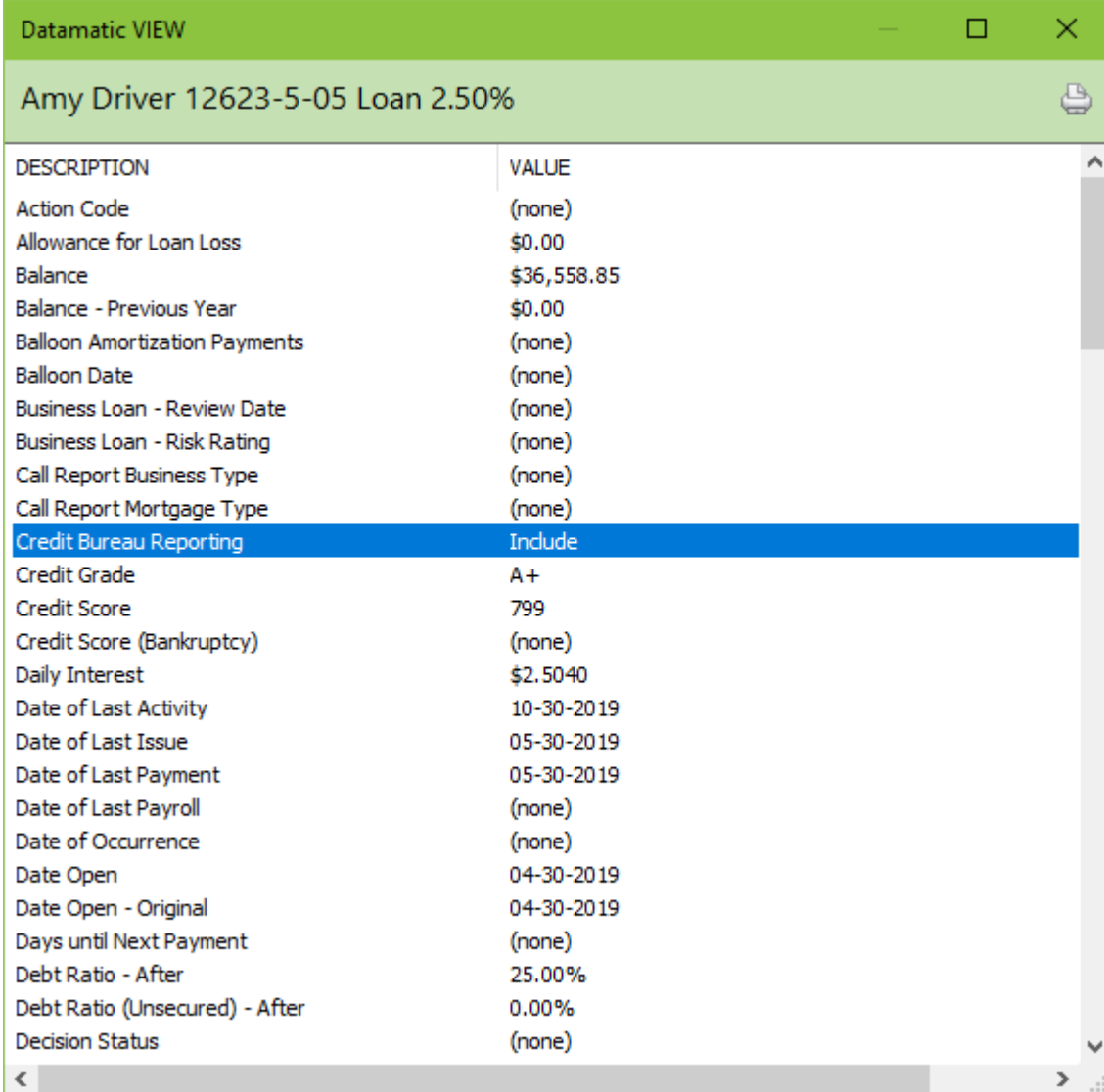# Loan Suffix Inquiry

From the Member Summary, select the suffix to be displayed by using the arrow keys to highlight the suffix and press enter or double clicking on the suffix. The Title Bar shows the suffix that is displayed.

Datamatic VIEW		— □ ✕
Amy Driver 12623-5-05 Loan 2.50%		🖶
DESCRIPTION	**VALUE**	
Action Code	(none)	
Allowance for Loan Loss	$0.00	
Balance	$36,558.85	
Balance - Previous Year	$0.00	
Balloon Amortization Payments	(none)	
Balloon Date	(none)	
Business Loan - Review Date	(none)	
Business Loan - Risk Rating	(none)	
Call Report Business Type	(none)	
Call Report Mortgage Type	(none)	
Credit Bureau Reporting	Include	
Credit Grade	A+	
Credit Score	799	
Credit Score (Bankruptcy)	(none)	
Daily Interest	$2.5040	
Date of Last Activity	10-30-2019	
Date of Last Issue	05-30-2019	
Date of Last Payment	05-30-2019	
Date of Last Payroll	(none)	
Date of Occurrence	(none)	
Date Open	04-30-2019	
Date Open - Original	04-30-2019	
Days until Next Payment	(none)	
Debt Ratio - After	25.00%	
Debt Ratio (Unsecured) - After	0.00%	
Decision Status	(none)	

If the field is black, then file maintenance can be completed on the field. If the field is gray, then the field cannot be file maintained (or the employee does not have proper security to do file maintenance). Use the arrow keys to highlight the field and press enter or double click on the field to do file maintenance. A window will display to enter the change for the specific field.

When finished, select Save.

Description of fields:

Action Code – The Action Code is a credit union defined code that can be used to identify certain accounts. Either an alpha (upper and lower case) or numeric character may be used in this one-digit field. This can be used to pull accounts for printing labels or in Query (optional software) for a report. The Action Codes used by the credit union can be defined under [Main Ribbon > System Settings > Action Codes].

Allowance for Loan Loss – This field can be file maintained by the staff, if desired. However, is not tied to a report, at this time.

Balance - Previous Year – This displays the balance at the end of the previous year on the loan.

Balance – The current balance of the member's loan.

Balloon Amortization Payments – Terms used to calculate the loan payment amount.

Balloon Date – The balloon date is the date when the unpaid principal balance of the loan is due. The End of Month Balloon Loan report will list Balloon Loans in 90, 60 and 30 day increments before the Balloon Date.

Business Loan - Review Date – This field can be file maintained to be the date that the credit union wants to review the loan.
Business Loan - Risk Rating – This field can be file maintained to reflect a credit union defined risk indicator. Two-digit alpha/numeric field.

Call Report Business Type – The type of business loan for call report purposes. The value for this field can be selected in Loan Documents (and Loan Setup) or can be file maintained as needed. The options are:

Agriculture and other Loans to Farmers
Commercial and Industrial
Construction and Development
Farmland
Non-Farm Residential Property
Non-Owner Occupied Non-Farm/Non-Residential Property
Owner Occupied Non-Farm/Non-Residential Property
Unsecured Business Loans
Unsecured Revolving LOC for Business

Call Report Mortgage Type – The type of mortgage loan for call report purposes.   The value for this field can be selected in Loan Documents (and Loan Setup) or can be file maintained as needed. The options are:

1st Mortgage
2nd Mortgage

Credit Bureau Reporting – This determines whether the individual loan will be included or excluded from the credit bureau reporting file. The Credit Bureau Member Information Flag overrides the suffix option. Additional selections are available to skip reporting for deferred loans:

Report $0 Payment for 1 months	Report $0 Payment for 5 months
Include (default)	Report $0 Payment for 6 months
Report $0 Payment for 1 month	Report $0 Payment for 7 months
Report $0 Payment for 2 months	Report $0 Payment for 8 months
Report $0 Payment for 3 months	Report $0 Payment for 9 months
Report $0 Payment for 4 months	

 Skip # month(s) options defer reporting based on the number. If a loan is deferred 1 month the flag is set to Skip 1 month. Monthend files are created with the flag set to 1.   Monthend processing resets the flag to 0 (Include). Credit bureau report file is created the following month using the monthend data and skip reporting for that month. The Next month the flag is set to (0) Include and continues to report as normal.

Credit Grade – The Credit Grade for the member can be entered, if desired. This is a two (2) digit alpha or numeric field. The Credit Grade on the loan suffix should be the credit grade at the time the loan was approved and setup on the system. For credit unions that use the Loan Application optional software (including Credit Report Retrieval), this field will be automatically filled in for loans in which the information entered flows from Loan Application to Loan Documents to Building the Suffix.

A summary report for credit grades can be found in the section of the Monthend Loan Analysis Report called **Credit Grade Summary - All Loan Accounts**. The Monthly Report selection is called Total Loan Analysis by Interest Rate. This information is pulled from the Loan Suffix Credit Grade field.

Credit Score – The Credit Score for the member can be entered, if desired. This is a five (5) digit numeric field. The Credit Score on the loan suffix should be the credit score at the time the loan was approved and setup on the system. For credit unions that use the Loan Application optional software (including Credit Report Retrieval), this field will be automatically filled in for loans in which the information entered flows from Loan Application to Loan Documents to Building the Suffix. This score comes from the Decision tab in Loan Application and for joint loans is based on the Credit Score option under [Main Ribbon > System Settings > Decisions].

Credit Score (Bankruptcy) – The bankruptcy credit score for the member can be entered, if desired. This is a five (5) digit numeric field. The Credit Score (Bankruptcy) on the loan suffix should be the bankruptcy credit score at the time the loan was approved and setup on the system. For credit unions that use the Loan Application optional software (including Credit Report Retrieval), this field will be automatically filled in for loans in which the information entered flows from Loan Application to Loan Documents to Building the Suffix. This score comes from the Decision tab in Loan Application and for joint loans is based on the Bankruptcy Score option under [Main Ribbon > System Settings > Decisions].

Daily Interest – The amount of daily interest on the loan.

Date of Last Activity – The date of the last activity on the loan account. Interest accrues from this date forward.

Date of Last Issue – The date of the last loan advance.

Date of Last Payment – The date of the most recent payment made on the loan account.

Date of Last Payroll – The date of the most recent payroll transfer made to the loan suffix. These would include Payroll Deduction, Pension and Social Security deposits.

Date of Occurrence – This is the date that the loan first became delinquent for credit bureau purposes. For credit bureau reporting purposes, this field will not be reset when a Pmt - Charge Off Loan transaction is processed.

On a daily basis, the system checks the Date of Occurrence (Delinquency) and RESETS it if the loan is no longer delinquent – EXCEPT for these cases:

Bankruptcy Exception	Status Code	Charge Off Exceptions	Status Code
Bankrupt General	8	Charge Off General	21
Chapter 13	9	Chapter 7 Charge Off	40
Chapter 7	34	Chapter 11 Charge Off	41
Chapter 11	35	Chapter 12 Charge Off	42
Chapter 12	36	Chapter 13 Charge Off	43

When a payment is made on a delinquent loan that pays off the balance or makes the loan NOT delinquent, the system RESETS the date – EXCEPT for these cases:
- Tran Code 369/469 (this also sets General Charge off Status).
- BANKRUPTCY listed above.

- CHARGE OFF listed above.

If a loan is not delinquent and is part of a Bankruptcy and the Credit Union file maintains the Bankruptcy Date in the Date of Occurrence field along with coding the Loan Bankrupt, the system will leave the date in the field.

Date Open – This indicates the date the loan was opened. When loans are refinanced, the date opened will change to the date refinanced. This is used for reporting to the credit bureaus.

Date Open - Original – This indicates the date the loan was originally opened. This date will remain the same even when a loan suffix is refinanced.

Days Until Next Payment – This represents the number of days until the next payment due date. The system does not compute the days until the next payment for loans that do not have an amount in the Paid to Date field and have a Next Payment Due Date in the future. These loans will show none in this field. Typically, this comes from the No Paid Ahead option when a loan payment is made before the due date or extra (making the loan paid ahead and forcing a Paid to Date reset), or from a regular loan in the time before the first payment date.

Debt Ratio - After – This represents the debt ratio at the time of the loan. This is carried forward from Loan Documents.

Debt Ratio (Unsecured) After - Total Unsecured Debt Balance plus the Amount Financed on Application Types that are Installment - Unsecured, Credit Card, or Line of Credit. This is carried from Loan Documents.

Decision Status (Automated) – This is for credit unions that use the Automated Decision feature in Loan Application (Optional Software). The Decision tab must be selected before building the loan then after the loan is built, the original automated Decision Status will carry forward to this field. This field can be file maintained, if needed. All loans opened prior to this field being added will have a blank decision status.

Approved	Incomplete
Denied	Pending Review
Exception (approved with exception)	

Deferred Payments – The number of deferred payments since the open date of the loan. If the Next Payment Due Date field is file maintained, the system will reset the Deferred Payments field on the loan to zero. This is so the delinquency status of the loan will be correct. It will also reset the Paid to Date field to zero and the First Payment Date will be bumped up equal to the new Next Payment Due Date entered.

The Deferred Payments field will be incremented after using the Skip Payment wizard. See the Transfer Skip Count field on the Loan Suffix Inquiry for more information.

Delinquency History - January – This shows if the loan is current or past due for the month.

The information in these twelve fields is for informational purposes only for the credit union and is not reported to the credit bureau. The credit bureaus create their own delinquent history based on the information sent to them by the credit union each month. Monthend processing will update the fields accordingly or they can be file maintained, if necessary. Also, the loan has to be more than 0.5 payments delinquent to show on the delinquent history fields. Anything less than 50% rounds down to zero and anything over 50% rounds up to one. **The calculation is as follows:** Number of day's delinquent at month end, divided by 30.41 (365 / 12) then round it. Therefore, if it is less than .5, the loan would not be considered delinquent for the purposes of these twelve fields.

Delinquency History - February – This shows if the loan is current or past due for the month.

Delinquency History - March – This shows if the loan is current or past due for the month.

Delinquency History - April – This shows if the loan is current or past due for the month.

Delinquency History - May – This shows if the loan is current or past due for the month.

Delinquency History - June – This shows if the loan is current or past due for the month.

Delinquency History - July – This shows if the loan is current or past due for the month.

Delinquency History - August – This shows if the loan is current or past due for the month.

Delinquency History - September – This shows if the loan is current or past due for the month.

Delinquency History - October – This shows if the loan is current or past due for the month.

Delinquency History - November – This shows if the loan is current or past due for the month.

Delinquency History - December – This shows if the loan is current or past due for the month.

Delinquency Notice – This indicates whether a delinquency notice will be printed when the job is run. On some bankruptcy loans, it is illegal to send a member a delinquency notice.

Delinquent Amount – This indicates the amount that the loan is delinquent, if applicable. This field is only displayed for loans that are delinquent.

Delinquent Payments – This indicates the percentage of payments that the loan is delinquent, if applicable. The system takes the Delinquent Amount divided by the Payment Amount to calculate this percentage. This field is only displayed for loans that are delinquent.

Escrow Suffix – Used by credit unions who use the **Mortgage Processing Optional Software Package** to enter the escrow share suffix for the loan. Suffixes 02-04, 45-59, 80-99 can be used for the escrow suffix as long as it is NOT a CD, IRA or HSA, and not already linked to another loan. The escrow suffix can be removed, if no longer needed. If the suffix in the Escrow Suffix field needs to be changed from one suffix to another, it will be necessary to remove the suffix and save then go back in and file maintain the field again to enter the new suffix.

The system has the ability to setup an escrow suffix on a non-mortgage loan. This will allow some additional capabilities, notably for mobile home loans which are not a mortgage but do have insurance and/or tax escrows. The account type can be a secondary share, Christmas Club or Vacation Club. All of the features for the Mortgage Processing with escrow are available for non-mortgage loans. (See the Mortgage Processing chapter for more information.)

Fees - Year to Date – This field represents the year-to-date amount of insurance add-ons and loan late fees for the loan. This amount will be printed on the member's statement. A reversal transaction for insurance or late fees will reduce the amount in this field. If the Fees YTD field is at zero and a reversal for insurance or a fee is done, the amount in this field will stay at zero. This field will be reset to none with End of Day processing on the last business day of the year.

First Payment Date – The date the first payment is due on the loan. It is not recommended to set the first payment date to the 29th, 30th or 31st of the month. Use the 1st of the next month or later, in this circumstance. The system uses the day portion of the First Payment Date for loan transfers.

First Payment Date - Original – This indicates the original first payment date of the loan. This field could be used for Indexed Variable Rate and is used for Indexed Variable Payment changes. Also, a loan transfer will not happen until the date (month and year portion) in the First Payment Date - Original field has been reached. Also, this field is used in calculating the Number of Payments Remaining. If a loan suffix is refinanced or reused, this field may need to be file maintained.

Indirect Dealer – This is a three-digit numeric field that can be used by credit unions that do indirect dealer loans. If an Indirect Dealer code is selected in Loan Documents, it will be carried forward to the Indirect Dealer field on the Loan Suffix Inquiry. This field can also be file maintained by using the drop down arrow to select the appropriate Indirect Dealer code from the list of codes. The credit union can predefine the codes to be used by the staff under [Main Ribbon > System Settings > Indirect Dealers].

Indirect Lending Fee - Original – If applicable, enter the original amount of the fee paid to the indirect lender. This field will remain the same after updating the fees.

Indirect Lending Fee - Balance – If applicable, for a new loan enter the original amount of the fee paid to the indirect lender. For an existing loan, enter the balance of the fee left to expense. This field will be reduced each month after the Update Indirect Fees selection is made with Yes in the Update Indirect Fees option.

Using the Indirect Lending Fee options allows the credit union to expense the fees paid to indirect dealers each month over the life of the loan. See the Reports Manual – **Lending Fee** section for information on processing the fees.

Insurance Effective Date – Date of any Debt Protection was added to loan.

Insurance Election (Disability) – This field can be file maintained with the name of the member that is to be insured/covered for disability, if other than the Primary name. The monthly Insurance Premium job will use the birth date of the member placed in this field for age limit calculations. If no disability insurance or debt protection coverage is chosen for a loan, none will be displayed in this field.

Insurance Election (SCL/Debt Protection) – This field can be file maintained with the name of the member that is to be insured/covered for single credit life, if other than the Primary name. The monthly Insurance Premium job will use the birth date of the member placed in this field for age limit calculations. If no credit life insurance or debt protection is chosen for a loan, none will be displayed in this field.

Insurance Method – This displays the type of insurance/debt protection coverage on this loan (credit life or disability insurance). The codes are setup by the credit union under [Main Ribbon > System Settings > Insurance Rate Setup] and used for calculation of the insurance premium or debt protection amount. The insurance/debt protection methods in the drop down box are listed in alphabetical order by description. The descriptions in the drop down box are under [Main Ribbon > System Settings > Insurance Titles]. None indicates no coverage.
If a code is being used (for older loans but not offered on new loans) and is not on the Insurance Titles window, the Code Number (not description) will be displayed in the Insurance Method field on the Loan Suffix Inquiry.

Interest Owing – The Interest Owing field is a holding place used when the balance or interest rate changes on a loan between payments. The amount in this field represents the interest from the date of the last loan payment to the date of the add-on or rate change. It may also represent the interest from multiple balance or rate changes. The amount in this field is included in the Payoff Interest and Payoff Amount fields. This field is zeroed out when the Payment Amount is satisfied and the loan is current.

Interest Paid - Previous Year to Date – The amount of interest paid on the loan in the previous year.

Interest Paid - Year to Date – The amount of interest paid on the loan in the current year.

Interest Rate - The interest rate of the loan. The daily interest charges (dollar amount) on the loan. This field cannot be file maintained. However, either the Interest Rate - Introductory or the Interest Rate - Standard field can be file maintained, if necessary, and will change the Interest Rate field accordingly.

Interest Rate - Annual Anniversary – This represents the interest rate on the last annual anniversary date of the loan. This is automatically set on the Annual Anniversary of the Original First Payment Date or can be file maintained, as needed. This field will be used to track yearly rate changes on loans.

Interest Rate - Introductory – If applicable, this represents the introductory interest rate on the loan. This rate will be carried forward from Loan Documents, if applicable. See Interest Rate **–** Introductory Months for the number of months that the introductory rate is in effect. The Intro. Rate and Intro. Months fields can be used for both fixed rate or variable rate loans. The introductory rate features can be used for both Indexed Variable Rate loans and Legacy Variable Rate loans. The Introductory Rate is charged from the Open Date on the Loan through the number of Intro Months specified.

Interest Rate - Introductory Months – If applicable, this indicates the number of months that a special interest rate is in effect on the loan. The number of introductory months is entered in Loan Documents and will be carried forward to the Loan Suffix Inquiry, if entered.

Interest Rate - Original – This field represents the original interest rate of the loan. This rate will automatically be carried forward for new loans added using Loan Documents or can be file maintained

by the credit union. Also, this field will be reset when a loan suffix is refinanced. This field will be used to track rate changes on loans.

Interest Rate - Standard – This field represents the interest rate that will replace the rate in the Interest Rate field, after the Introductory Months have expired for an Introductory Rate. Or, if there is not an Introductory Rate offered, the Interest Rate - Standard and the Interest Rate fields will be the same rate. The rate entered in the Interest Rate field in Loan Documents is carried forward to this field.

> If the box for Accrue Interest is checked when manually changing the standard interest rate on a loan and the Save button is selected, the system will move the interest at the old rate into the Interest Owing field. Also, the system will change the Date of Last Activity field to the current date and change the Interest Rate - Standard field to the new rate entered.
> If the box is not checked, the interest for the loan will be accrued at the new rate back to the Date of Last Activity.

Internet Banking - Transfers – The Internet Banking - Transfers field allows the Credit Union to restrict transfers at the member level. This option must be file maintained after the suffix is built. This field supplements the existing transfer restrictions at the credit union level and should only be used when those features do not provide enough control.

> Note that this does not override the credit union wide options. For example, if the credit union blocks withdrawals then setting an individual suffix to Allowed will NOT override that. The credit union wide options take effect first. This allows capabilities to be taken away from the credit union wide restrictions not added to them.

> Examples of this would be as follows: If Christmas Club withdrawals are allowed at the credit union level, but certain special types of Christmas Clubs are not allowed to withdraw, this would be setup with this option. Similarly, if certain types of loans require payments to be made in person at the credit union (for additional documentation), these could be setup here with a Not Allowed selection.

The selections for this option are: Allowed (default)
                                        From Only
                                        Not Allowed
                                        To Only

Internet Banking - Visible – The Internet Banking - Visible field allows the credit union to block a specific suffix(s) for a member from appearing in Internet Banking at all. The selections for this option are:
        No
        Yes (default)

Interviewer – The employee that interviewed the member for the loan. This numeric code is defined by the credit union. It is usually the Loan Interviewer's Employee number.

Issues - Year to Date – The number of times that loan issues have been processed in the current year.

Late Charge Accumulated Payments – This field is only used for credit union's that use the Wisconsin Late Fee Method.

If the loan is current, any partial paid ahead payments made after the previous month's payment grace period and before the Next Payment Due Date will be considered a payment towards their next payment. These payments will be placed in the Late Charge Accumulated Payments field and added with any payments made during the grace period. At the end of the grace period, the amount in this field is subtracted from the scheduled payment amount and this amount is used to calculate the late charge, if applicable. In this scenario, this field is reset to zero after the loan comes out of the grace period unless there is a paid ahead amount toward the next payment.

For delinquent loans, the Late Charge Accumulated Payments field is reset to zero the night before the payment date <u>and</u> after the grace period except if more than the delinquent amount is paid. In this case, only the paid ahead amount will remain in the Late Charge Accumulated Payments field after the grace period is over. Payments made outside of the grace period do not go into the Accumulated Payments column on the Accrued Late Charge report unless the payment is greater than the delinquent amount which makes the loan paid ahead. Only payments made on the Payment Date or during the grace period are subtracted from the scheduled payment amount to calculate the late charge amount.

Late Charge Owing – This field works real similar to the Interest Owing field (described earlier). When an add-on, advance or rate change, etc. happens, the system keeps track of what the late fee would be based on the amount in the Interest Owing field. If the loan becomes delinquent, the system will know what the late charge owing amount was at the time of the add-on, etc. The Payoff Late Charge amount is what is truly owed as a late charge and is included in the payoff Amount.

Late Charge Type – This codes the member's account to be assessed a loan late charge and the type of late charge. Select Exempt, if there are no late fees charged for a specific loan. The valid loan late fees are established and descriptions defined by the credit union under [Main Ribbon > System Settings > Late Fee Setup].

Line of Credit – (Optional) For Line of Credit (LOC) loans, enter the approved LOC amount which the member can access when desired. If the Line of Credit has expired, the word <u>expired</u> will display next to the Line of Credit amount on the Loan Suffix Inquiry. The date that the Line of Credit expired shows two fields below in the Line of Credit Expiration field.

Line of Credit Available – The funds that <u>may</u> be still available for the member to use. The Credit Limit minus the Balance equal to the Available LOC (Line of Credit). The system will not remove the Line of Credit amount when a Line of Credit Loan is paid off using a 375 or 475 transaction code. This was creating some member statement issues for credit unions that offer closed-end Line of Credit loans.

For loans that are closed, the loan will be marked with an Open/Closed Status of <u>Closed</u> and will show on the Closed Account Report. The Line of Credit Expiration Date will be changed by the system to the date of the closeout; however, the Line of Credit Amount will not be removed. Also, for loans with a balance but the Line of Credit Expiration Date has been reached, the Line of Credit column on the Member Summary window will be changed from the dollar amount to <u>Expired</u>. There is not an option to override, if an advance or issue is attempted. If an attempt is made to process an advance on an expired Line of Credit, a message of Line of Credit Expired will be displayed.

The Line of Credit Expiration field on the Loan Suffix Inquiry would need to be file maintained to a future date in order to post an advance or issue, as well as, file maintaining the Open/Closed Status to open if the loan is marked closed. Follow the procedures of the credit union.

Line of Credit Expiration – The date that the approved Line of Credit expires and no additional advances or issues can be done on the loan.

In the Member Summary example below, the Line of Credit Expiration Date on Suffix 68 has been reached. The Line of Credit column now displays Expired; however, the Line of Credit amount is not removed. The loan still has a balance but the Line of Credit is expired. No additional advances or issues can be done on the loan.

On Suffix 66, the Line of Credit column displays Closed. This loan has been paid off and is marked as closed. The Line of Credit amount is not removed; however, no additional advances or issues can be done on the loan.

Additional Information: When a Line of Credit Loan is closed (375 or 475), the system will change the Line of Credit Expiration Date to the date closed. If the loan is paid off (3xx or 4xx) and brought to a zero balance (but not closed), the system does not change the Line of Credit Expiration Date.

12-5 MONROE R QUIGGLEY

DESCRIPTION	BALANCE	AVAILABLE	DELINQ...	LINE OF CR...	LIMIT	OWNERS	LAST ACTI...	PAYMENT	CLUE
00 Regular Shares	$2,595.97	$2,580.97	-	-	-	Individual	06-08-2018	-	Shar
06 Install/Rev 5.75%	$6,455.22	-	$0.00	-	-	Joint Owner	06-01-2018	$280.43	-
48 Secondary Shares	$11,097.39	$3,697.39	-	-	-	Joint Owner	06-08-2018	-	Shar
55 CD-IRA 2.05% (15 Months)	$9,079.73	$9,079.73	-	-	-	Individual	-	-	CD-I
60 Real Estate 5.50%	$101,295.34	-	$0.00	-	-	Individual	05-20-2018	$599.91	-
66 Heloc 6.925%	$0.00	$15,000.00	$0.00	Closed	$15,000.00	Individual	02-04-2017	$430.86	-
68 Heloc 6.00%	$10,264.41	$1,735.59	$0.00	Expired	$1,735.59	Joint Owner	06-01-2018	$65.60	-
80 CD 3.80% (48 Months)	$3,545.62	$3,545.62	-	-	-	Joint Owner	-	-	CD
81 CD 1.50% (12 Months)	$3,000.00	$3,000.00	-	-	-	Individual	-	-	CD
2222-2200-0000-0002									

Loan Class – The type of loan such as installment, revolving, line of credit, mortgage or student loan, etc. This describes the class of the loan. The options for this field are:
- **Closed End** – Closed End Installment Loan
- **FHA Title I Loan**
- **First Mortgage Loan** – First mortgage loan (primary collateral)
- **Home Improvement Loan**
- **Line of Credit Loan**
- **Loan from Liquidating CU**
- **Open End** – Open End Revolving Credit Loan
- **Other** – Other than the above types (standard codes)
- **Second Mortgage Loan**
- **Student Loan**
- **Term** – Term loan (One Payment)

Loan ID – This field can be used to enter a credit union defined loan ID, if desired. The credit union will need to keep track of the ID's being used and what each ID means.

Loan Officer – This field represents the Loan Officer assigned to the loan. This numeric code is defined by the credit union. It is usually the Loan Officer's Employee Number.

When a new loan is built, the system will carry forward the number in the Loan Officer field to **both** the Loans Officer <u>and</u> the Loan Officer - Original fields on the Loan Suffix Inquiry. The Loan Officer field can be file maintained, if the Loan Officer changes during the term of the loan. The Loan Officer - Original number will remain on the loan for tracking purposes.

Loan Officer - Original – This field represents the original loan officer that serviced the loan. This numeric code is defined by the credit union. It is usually the Loan Officer's Employee Number.

Loan Status – The status of the loan. The options for this field are:
- **8/10 Split Interim After 10–92** – 8/10 split student loan issued to a member after October 1992. (see Government regulations concerning plan type.)
- **8/10 Split Payout After 10–92** – Original 8/10 split loan was issued after October Student loan that has gone into payout status. (see Government regulations concerning plan type.)
- **Auxiliary Student Loan** – Auxiliary has been eliminated.   It has been replaced with Supplementary Loans for Students (SLS loans).
- **Balloon** – A loan that has a payment amortized over a long period of time but has a scheduled date when the loan must be paid off before the amortized period.
    Example: Mortgage payment amortized over a thirty (30) year period and will
    balloon in five (5) years.
- **Bankrupt** – Loan which the borrower has been adjudicated a Chapter VII (Metro 1 reporting) or Chapter XI (Metro 2 reporting) bankruptcy by the Federal Bankruptcy Court. No delinquency notice will be printed when this code is used.
- **Chapter 11** – Loan which the borrower has been adjudicated a Chapter 11 and the credit union is named as a secured or unsecured creditor. No delinquency notice will be printed when this code is used.
- **Chapter 11 (Charge Off)** – Used when a loan is charged off due to Chapter 11 and will be reported to the credit bureau accordingly. See ****Special Instructions** on next page.
- **Chapter 12** – Loan which the borrower has been adjudicated a Chapter 12 and the credit union is named as a secured or unsecured creditor. No delinquency notice will be printed when this code is used.
- **Chapter 12 (Charge Off)** – Used when a loan is charged off due to Chapter 12 and will be reported to the credit bureau accordingly. See ****Special Instructions** on next page.
- **Chapter 128** – A bankruptcy code that might be used in Wisconsin.
- **Chapter 128 (Charged Off)** – A bankruptcy code that might be used on a charged off loan in Wisconsin.
- **Chapter 13** – Loan which the borrower has been adjudicated a Chapter 13 and the credit union is named as a secured or unsecured creditor. No delinquency notice will be printed when this code is used.
- **Chapter 13 (Charge Off)** – Used when a loan is charged off due to Chapter 13 and will be reported to the credit bureau accordingly. See ****Special Instructions** on next page.

- **Chapter 7** – Loan which the borrower has been adjudicated a Chapter 7 and the credit union is named as a secured or unsecured creditor. No delinquency notice will be printed when this code is used.
- **Chapter 7 (Charge Off)** – Used when a loan is charged off due to Chapter 7 and will be reported to the credit bureau accordingly. See ****Special Instructions** on next page.

  For credit unions using Metro 1:
      Chapter 7 (Charge Off) or Chapter 11 (Charge Off) – sets the Metro Status Code 67
         (67 = Chapter 7 or 11)
      Chapter 12 (Charge Off) – No applicable Metro Status Code.
      Chapter 13 (Charge Off) – sets the Metro Status Code 69   (69 = Chapter 13)
      Chapters 7, 11, 12 or 13 (Charge Off) – includes the amount charged off.
  For credit unions using Metro 2:
      Bankrupt - sets Consumer Info Indicator E – **Discharged through Bankruptcy Chapter 7**
      Chapter 7 - sets Consumer Info Indicator E – **Discharged through Bankruptcy Chapter 7**
      Chapter 11 - sets Consumer Info Indicator F – **Discharged through Bankruptcy Chapter 11**
      Chapter 12 - sets Consumer Info Indicator G – **Discharged through Bankruptcy Chapter 12**
      Chapter 13 - sets Consumer Info Indicator H – **Discharged/Completed through Bankruptcy Chapter 13**

      Reaffirmation – sets Consumer Info Indicator R **- Reaffirmation**

      Chapter 7 (Charge Off) – sets Consumer Info Indicator E **– Discharged through Bankruptcy Chapter 7**
      Chapter 11 (Charge Off) – sets Consumer Info Indicator F **– Discharged through Bankruptcy Chapter 11**
      Chapter 12 (Charge Off) – sets Consumer Info Indicator G **– Discharged through Bankruptcy Chapter 12**
      Chapter 13 (Charge Off) – sets Consumer Info Indicator H **– Discharged/Completed through Bankruptcy Chapter 13**
      Chapters 7, 11, 12 or 13 (Charge Off) – includes the amount charged off.
      Chapters 7, 11, 12 or 13 (Charge Off) – sets the Metro 2 Status Code 97
         (97 = Charge Off)

  **Special Instructions: In order to use Loan Status Codes (Charge Off - Chapter 7, 11, 12 or 13) and have the charged off amount sent with the next credit bureau file, use either a 375 (Payment - Closeout) or 475 (Payment Teller Figures Interest - Closeout) to pay off the loan. After closing the loan, file maintain the Loan Status Code using the appropriate Loan Status Code.

- **Charge-Off Loan** – A loan that the credit union cannot collect on.
- **Charge-Off Loan Paid in Full** – A loan that was charged off but later paid in full.
- **Credit Union Loan** – Loan issued to another credit union.
- **Deferred Student Loan** – Used if a student goes into the Peace Corps, military, medical internment or if they return to school. Interest does <u>not</u> accrue (credit union must set the interest rate = 0 to not accrue interest).

- **Deficiency Balance** – A deficiency balance is due after the collateral has been sold and the proceeds of the sale applied to the loan according to the proper foreclosure and repossession procedures. Also used for loans in the collection process.
- **Employee** – Employee of the credit union other than a member of the official family.
- **Foreclosure** – Where foreclosure procedures have been initiated.
- **Interim After 07–94** – (see Government regulations concerning plan type.)
- **Interim Loan After 10-92** – Guaranteed student loan issued to a member who is in school after October 1992. No payments are required. Interest should <u>not</u> accrue. (credit union must set the Interest Rate = 0 to not accrue interest).
- **Interim Loan After 11–86** – Guaranteed student loan issued to a member who is in school after November 1986. No payments are required. Interest should <u>not</u> accrue (credit union must set the Interest Rate = 0 to not accrue interest).
- **Interim Student Loan**– Guaranteed student loan issued to a member who is in school. No payments are required. Interest should <u>not</u> accrue (credit union must set the Interest Rate = 0 to not accrue interest).
- **Interim Loan Before 11–86** – Guaranteed student loan issued to a member who is in school before November 1986. No payments are required. Interest should <u>not</u> accrue (credit union must set the Interest Rate = 0 to not accrue interest).
- **Judgment** – Where the member has a judgment outstanding.
- **Member** – Member of the credit union not described with another security code.
- **Official Family** – Member of the Official Family (directors or committee members).
- **Payout After 07–94** – (see Government regulations concerning plan type.)
- **Payout Loan After 10–92** – Original loan was issued after October 1992. Guaranteed student loan that has gone into payout status. Student is no longer in school. Payments are required. Interest does accrue.
- **Payout Loan After 11–86** – Original loan was issued after November 1986. Guaranteed student loan that has gone into payout status. Student is no longer in school. Payments are required. Interest does accrue.
- **Payout Loan Before 11–86** – Original loan was issued before November 1986. Guaranteed student loan that has gone into payout status. Student is no longer in school. Payments are required. Interest does accrue.
- **Payout Student Loan** – Guaranteed student loan that has gone into payout status. Student is no longer in school. Payments are required. Interest does accrue.
- **Plus Loans in Interim** – Parent Loan for Undergraduate Students. Repayment begins 60 days after the loan is fully disbursed. (see Government regulations concerning plan type.)
- **Plus Loans in Payout** – Parent Loan for Undergraduate Students. Repayment begins 60 days after the loan is fully disbursed. (see Government regulations concerning plan type.)
- **Reaffirmation of Debt** – Used for members reaffirming a loan. The loans with this status code will generate delinquency notices, if applicable.
- **Repossession** – Used for loans that have been repossessed.
- **Servicer Employee** – Employee of the servicer, affiliates, associations, etc.
- **SLS Loans in Interim** – SLS loan in interim. (see Government regulations concerning plan type.)
- **SLS Loans in Payout** – SLS loan in payout. (see Government regulations concerning plan type.)
- **Stafford Unsubsidized Loans** – (see Government regulations concerning plan type.)
- **Stafford Unsubsidized Var Rate** – (see Government regulations concerning plan type.

Loan to Value - Current – Computed field from collateral tracking records.

- LTV = (Balance + Total Lien Amount) / Total Value.
- Total Lien Amount = Sum of 1ˢᵗ and 2ⁿᵈ Mortgage Balances from collateral tracking.
- Total Value = Sum of Auto Value and Mortgage Appraisal Value from collateral tracking.

Loan to Value - Original – Computed from Loan Documents. LTV = (Amount Requested + Lien Amount) / (Security Values listed in Security List + Appraisal Value).

Locked – Locked indicates if the account is set to deny access or not. If an account is locked, no transactions (online or batch) can be posted to the account. The options are:
    Locked
    Locked (Restricted Withdrawals) – **not applicable to a loan suffix**
    Unlocked (default)
Maturity Date – The Maturity Date field (for non-Open End loans) will carry forward to this field after the loan suffix is built, for users of Loan Documents (optional software). For Loan Setup users, the staff can file maintain the maturity date field, after the loan suffix is built.

A Maturity Date is not calculated in Loan Documents for an Open End loan. Loans are considered to be open end when BOTH of the following are true:
    ⇨ There is no maturity date.
    ⇨ There is a Line of Credit amount <u>or</u> no number of payments.

    Exception: The system will calculate a maturity date for loans with a Line of Credit amount **and** a Line of Credit Expiration Date. The system assumes if there is an expiration date for a Line of credit there is a fixed term length for the loan.

Also, each time a loan suffix is built (including refinanced) through Loan Documents, the system will recalculate the Maturity Date on the loan suffix as follows:

    The Maturity Date is calculated using the Original First Payment Date, the Number of Payments, and Loan Payment Frequency minus 1. This is only done for loans with the Number of Payments > zero **and** the Line of Credit = zero, as well as, Single Payment loans and loans with a balloon date regardless of the Loan Class.

This date is also used to calculate the Number of Payments Remaining on the loan. The system takes the Maturity Date and subtracts Today's Date to calculate the Number of Payments Remaining (the number of contractual months remaining). If the Maturity Date and/or the Number of Payments on a loan are incorrect, the Number of Payments Remaining will also be incorrect.

For Indexed Variable Payment loans that calculate the new payment amount based on the remaining term of the loan, the system uses the Number of Payments Remaining field on the loan suffix. In order for the system to calculate the correct Payment Amount, it is important that the Maturity Date field be accurate.

Member Service Representative – The teller number of the employee that added the suffix to the system or teller number file maintained in this field.

MLA Status (Military Lending Act) – This indicates whether or not the applicant is an active duty military member or a dependent of an active duty military member. The information in this field carries over

from the General tab in Loan Application to the Other tab in Loan Documents. After the loan suffix is built, the MLA field information will be displayed in the Loan Suffix Inquiry.

It is the credit union's responsibility to validate who is a covered borrower. This can be accomplished by either going to the Department of Defense's online <u>Military Lending Act database</u> or using a consumer report on the applicant obtained from a nationwide consumer reporting agency or reseller. The credit union will need record of the information that is obtained.

No = Member is not on active duty as of the search date and is not a dependent of a service member on active duty as of the search date.

Yes = Member is on active duty as of the search date or is a dependent of a service member on active duty as of the search date.

Modification Type – This indicates why the loan has been modified. This field can be file maintained, as needed, to identify Troubled Restructured Debt (TDR) loans. The options are:

(none)	No modification on this loan
Forbearance	Not Reported as a TDR
COVID-19	Not Reported as a TDR
Skip A Pay	Not Reported as a TDR
TDR	TDR not COVID-19
TDR + COVID-19	TDR involving COVID-19

Modification Date – When the Loan Modification field is changed from No to any other value, today's date will automatically be entered in the Loan Modification Date field. Likewise, when the Loan Modification field is changed to No, the date field will be reset to none.

Business loans with a Loan Modification value of TDR, or TDR+Covid-19 and Modification Date less than six months before the Accrual date will be excluded from the Accrual Totals on the Loan Interest Accrual Report. See Reports manual for more information.

Mortgage High Price – This field can be file maintained to indicate that a loan is a high price mortgage, if applicable. This field shows on all loan suffixes to be used, if needed. Only credit unions that are subject to this rule will use this field. The options are:

HOEPA
HPML
No (default)
Yes

Mortgage Holder Position – This field can be file maintained to represent the position of the credit union as the mortgage lien holder on the loan. Select the appropriate option from the drop down box.

None (default)	Third
First	Fourth
Second	

Mortgage Insurance - Year to Date – This field can be file maintained to include the amount of mortgage insurance paid by the member for credit unions offering mortgage insurance on mortgage loans. This field will be reset to zero with End of Day processing on the last business day of the year.

NAICS/SIC Code – This field is an eight digit numeric field and can be used to classify business loans. NAICS stands for North American Industry Classification System and SIC stands for Standard Industrial Classification. The pre-assigned code is used by businesses and the government to classify a business according to the type of economic activity (process of production) in Canada, Mexico and the United States.

Next Payment Due Date – The next payment date for the loan. The Next Payment Due Date can be file maintained, but ONLY if the new next payment date is further out (longer) than the old next payment date. As a result, the Paid to Date field will be reset to zero and the First Payment Date will be bumped up equal to the new Next Payment Due Date entered. If the Next Payment Due Date field is file maintained, the system will reset the Deferred Payments field on the loan to zero. This is so the delinquency status of the loan will be correct. Also, see above (As a result…) for what occurs when the Next Payment Due Date is file maintained.

Nickname – This can be used if the member would like a special name for a specific suffix(es). The nickname will show on the member statements, as well as, in both Internet (Summary and Detail windows) and Mobile (Accounts window) Banking. Also, for Internet Banking users, the nickname can be added, changed or deleted by the member from the Details window.

Number of Payments – The number of payments required to repay the amount of the loan with interest. For an Open End loan, this field might be none.

Number of Payments Remaining – When the Loan Maturity Date is present on a loan, the Number of Payments Remaining is computed by calculating the number of contractual payment dates between the current date the loan maturity date. The Number of Payments Remaining is not necessarily the number of payments required to pay off the loan. This field depends only on the: Original First Payment Date, the Loan Payment Frequency, and the Current Date. It does not depend on the Balance or Current Payment Amount. (See the Maturity Date field.)

> For an Open End loan, this field will <u>not</u> display if the following applies to the loan:
> Line of Credit Amount greater than Zero **OR** Number of Payments = Zero.

> This will resolve situations where the loan has a balance and is displaying none for the Number of Payments Remaining.

Open/Closed Flag – This indicates if the account is in an open or closed status. Open accounts are available for access. Closed accounts are inaccessible for transactions.

Original Amount – The Original Dollar amount of the loan. This is the amount that is given to the member.

Owner Occupied – This might be used to indicate if a mortgage loan is for principal dwelling, rental property or secondary home. The information for this field will flow into and out of Loan Documents (optional software) as the Owner Occupied and Homestead boxes are marked. These two check boxes are on the Property tab in Loan Documents towards the bottom of the window. The default for these boxes for a non-mortgage suffix is both unchecked and for a mortgage is both checked. The options are:
- **Homestead** - Owner occupied and homestead (principal dwelling)
- **No** - Not owner occupied (rental property, etc.)

- **Yes** - Owner occupied but not homestead (secondary home like a cottage, etc.)

Ownership Type – The ownership type indicates either who has withdrawal privileges from the account or the type of account. The options are:

Co-Maker	Joint Owner
Escrow	On Behalf of
Guarantor (formerly Co-Signer)	Organization
Individual	Tenants in Common
Joint Member***	Trust

***This ownership type is used by credit unions that want to identify accounts that have a joint member as opposed to a joint non-member (joint owner). If this type is used, the Member Trial Balance report will give a breakdown of the number of accounts with a Joint Owner versus Joint Member. Other than that, there are no other differences between Joint Owner and Joint Member.

Paid Ahead Amount – The amount that the loan is paid ahead.

Paid Ahead Option – This indicates if the loan is allowed to be paid ahead or if a payment is required each month (billing cycle). (Applies to monthly frequencies only.) The options for this field are Allowed or Not Allowed.

Paid Ahead Payments – The number (or fraction of a payment) of payments that a loan is paid ahead, i.e. 4.0 represents four (4) payments, 0.6 represents six–tenths of a payment paid ahead.

Paid to Date – The total amount of principal and interest paid on the loan to date. Loans that are not allowed to be paid ahead, the Paid to Date is always zero unless the member makes less than a full loan payment. This field is used in calculating delinquency or paid ahead amounts. **Exception:** If the member is delinquent and does not get caught up and current on the loan, the Paid to Date field will not be reset, as stated above, for No Paid Ahead Allowed loans.

Participation Lender – Indicates the participation lender for the loan, if applicable.   This is for informational purposes only.

Participation Rate – Indicates the participation rate, if applicable. This indicates the portion of the Interest Rate that is paid to the Participating Lender. This is for informational purposes only.

Passbook Printing – Contact Datamatic.

Payment Amount – The payment amount for the loan as agreed to under the loan contract. If changing the payment amount, the Adjust Delinquency box (for file maintenance) determines if the system will or will not adjust the delinquency (or paid ahead) status for the loan after the payment amount is changed.

**Note: For Variable Payment loans, this field should not be manually changed by the credit union. The system will change the payment amount based on the variable payment criteria setup up on the system.

This applies to both Paid Ahead Allowed and No Paid Ahead Allowed loans:

- **For Delinquent loans**, if the box is not checked, the Delinquent Amount will be changed. The Paid to Date amount will remain the same.
  - Payment increase = loan more delinquent
  - Payment decrease = loan less delinquent

- **For Delinquent loans,** if the box is checked, the Paid to Date amount will be changed to reverse the effects of changing the Payment Amount. The Delinquent Amount will remain the same.
  - Payment increase = loan less delinquent
  - Payment decrease - loan more delinquent

- **For Paid Ahead loans,** if the box is not checked, the Paid Ahead Amount will be changed. The Paid to Date amount will remain the same.
  - Payment increase = loan less paid ahead
  - Payment decrease = loan more paid ahead

- **For Paid Ahead loans,** if the box is checked, the Paid to Date amount will be changed to reverse the effects of changing the Payment Amount. The Paid Ahead Amount will remain the same.
  - Payment increase = loan less paid ahead
  - Payment decrease = loan more paid ahead

In all scenarios, if the Payment Amount is increased or decreased enough, the Next Payment Due Date could be affected.

For Paid Ahead Not Allowed loans, the system will not allow the loan to be paid ahead more than one payment. A payment is required each billing cycle.

Payment Amount Scheduled - January, February…December – These 12 fields will only be activated for loans with a Variable Payment Index code when the Method option is set to Payment Schedule under [Main Ribbon > System Settings > Variable Payments > Variable Payment Setup]. This allows the credit union to setup specific loans with a payment schedule with payment amounts that vary depending on the time of the year, rather than one fixed monthly payment amount. Fill in the proper amount in each of the 12 Payment Amount Scheduled fields. **IMPORTANT:** Do not file maintain the Payment Amount field on loan suffixes with a Payment Schedule setup.

The credit union's staff can file maintain the payment amounts scheduled on each loan suffix, as applicable. In the example below, for January thru May the payment amount would be $200.00, for June thru September the payment amount would be $120.00 and for October thru December the payment amount would be $505.75. This schedule would start all over again in January.

Changes can be made anytime to the payment amounts scheduled during the term of the loan, as long as the changes are made before the previous month due date for the next month.

In the loan example below, the payments are due on the twenty-sixth of each month. A Payment Change Notice will be generated the night of 5/26/xx indicating that a payment of $180.00 will be due on 6/26/xx. A Payment Change Notice will also be generated the night of 9/26/xx stating that the payment has changed to $505.75 and will be due on 10/26/xx, etc.

Payment Amount	$249.97
Payment Amount Scheduled - January	$200.00
Payment Amount Scheduled - February	$200.00
Payment Amount Scheduled - March	$200.00
Payment Amount Scheduled - April	$200.00
Payment Amount Scheduled - May	$200.00
Payment Amount Scheduled - June	$120.00
Payment Amount Scheduled - July	$120.00
Payment Amount Scheduled - August	$120.00
Payment Amount Scheduled - September	$120.00
Payment Amount Scheduled - October	$505.75
Payment Amount Scheduled - November	$505.75
Payment Amount Scheduled - December	$505.75
Payment Frequency	Monthly

This feature does <u>not</u> allow for a zero-payment amount to be scheduled for specific month or time period.

If a loan is setup with a Payment Schedule and any of the twelve <u>Payment Amount Scheduled</u> fields on the Loan Suffix Inquiry is left blank, the words <u>No Change</u> will be displayed in the field(s). This means that the Payment Amount is the same as the amount in the Payment Amount field (which will be the same as the previous month). See example below.

Loan Suffix Inquiry

Participation Rate	0.0000%
Payment Amount	$244.99
Payment Amount Scheduled - January	$200.00
Payment Amount Scheduled - February	No Change
Payment Amount Scheduled - March	No Change
Payment Amount Scheduled - April	$300.00
Payment Amount Scheduled - May	No Change
Payment Amount Scheduled - June	No Change
Payment Amount Scheduled - July	$150.00
Payment Amount Scheduled - August	$150.00
Payment Amount Scheduled - September	$150.00
Payment Amount Scheduled - October	No Change
Payment Amount Scheduled - November	$282.47
Payment Amount Scheduled - December	$282.47
Payment Frequency	Monthly

Payment Frequency – This indicates how often payments are required. This field is used in the Delinquency Calculation. The frequencies available are:

- Annually – Payments are required in twelve month increments after the First Payment Date.
  Example: If the First Payment Date is 02/10/01, the next payments will be due 02/10/02, 02/10/03, 02/10/04, etc.

- Bi–Weekly – Payments are required in fourteen day increments after the First Payment Date.
  Example: If the First Payment Date is a Wednesday, then a payment is required every other Wednesday.

- Monthly – Payment is required once each month after the First Payment Date. The day of the month specified in the First Payment Date is the day of the month the payment must be paid by every month.

  **Note: If the day specified in the First Payment Date field is the last day of the month, and if the month has less than the number of days indicated in the day portion of the First Payment Date, then a payment is required on the last day of every month.

  Example: If the first payment is due on the 31st, months with less days will have a payment due date on the last day of the month. If the first payment is due on the 30th, February's payment would be due on the 28th then 03–30–XX for March, etc. The first day of delinquency would be the first of the month, if a payment was not made.

- One Payment – The entire loan is required to be paid off on the date specified in the First Payment Date field.

- Quarterly – Payments are required in three month increments after the First Payment Date.
  Example: If the First Payment Date is 02/10/01, the next payments will be due 05/10/01, 08/10/01, 11/10/01, etc.

- Semi–Annually – Payments are required in six month increments after the First Payment Date.

Loan Suffix Inquiry

Example: If the First Payment Date is 04/20/01, then the next payments will be due 10/20/01, 04/20/02, 10/20/02, etc.

● Semi–Monthly – Payments are required twice each month after the First Payment Date. The day of the month specified in the First Payment Date field determines the days of the month that payments are required. If the day of the month specified in the First Payment Date field is 1 through 15, then payments will be required on this date and 15 days later.

Example: If the First Payment Date is 03/10/01, then payments will be required the 10th and 25th of each month; 03/25/01, 04/10/01, 04/25/01, etc. If the day of the month specified in the First Payment Date field is 16 through 31, payments will be required on the day of the month and 15 days less than the First Payment Date.

Example: If the First Payment Date is 03/20/01, then a payment will be required the 5th and the 20th of each month; 04/05/01, 04/20/01, 05/05/01, etc. If the day of the month specified in the First Payment Date field is the last day of the month, the payments are required on the 15th and the last day of each month.

Example: If the First Payment Date is 02/28/01, the next payments will be due on 03/15/01, 03/31/01, 04/15/01, 04/30/01, etc.

● Weekly – Payments are required in seven day increments after the First Payment Date.
Example: If the First Payment Date is a Thursday, then a payment is required every Thursday.

Payment Notice – This indicates whether a payment notice will be printed for non-variable payment loan types or if this loan had a payment book sent to them. To print these notices, the Print Loan Payment Notices job is run. (Payment Book – credit union actually uses another company to print these.) Only use this field if applicable **and** if the loan is coded as a non-variable payment loan. This field does not override the notices for variable payment loans. The options are:
Do Not Send (default)
Payment Book
Send

Payment Type – The method by which the payment is applied on the loan balance. This field will affect the principal and interest payments applied to the loan. The options are as follows:
● **360 Day Daily Interest** – Payment reflects interest being calculated based on the credit union date 360 days a year. (Balance * Rate / 360 * Days in Payment Period)
● **360 Day Interest** – Payment reflects interest being calculated 360 days a year. The monthly interest is calculated by the system, and placed in the Payoff Interest field, if the current processing date is equal to the current payment month. In other words, the interest will be calculated and displayed in the Payoff Interest field when the loan suffix inquiry is displayed on or after the 1st. **(The calculation used by the system is Balance * Rate * Number of Months / 12.)** Number of months is, if delinquent, the number of payments to bring loan current.
Interest is not calculated by the system from the open date through the end of the month or to the date ONE MONTH before the first payment date. This interest **must** be manually calculated and paid at closing. (****This can be calculated using Balance * Rate * Number of Days / 360.) Also, no payoff interest is calculated by the system for these loans after the maturity date. (See

**** above for calculation.) For more information, see the Mortgage Processing chapter in the Lending manual.

● **Legacy Alternate Variable Payment** – Each time a transaction is posted to the loan, the system will automatically recalculate the payment amount. It will multiply the new balance of the loan by the rate defined under [Main Ribbon > System Settings > Variable Payment Setup (Legacy)].

● **Legacy Variable Payment** – Each time a transaction is posted to the loan, the system will automatically recalculate the payment amount. It will multiply the new balance of the loan by the rate defined under [Main Ribbon > System Settings > Variable Payment Setup (Legacy)].

● **Principal and Interest** – This is a normal simple interest method loan that uses 365 days for calculating the interest. All loan payments applied will automatically apply the payment in the following order:

  Pay Loan Late Fee (if applicable)
  Pay Outstanding Interest
  Apply the rest of the payment to principal

Even if a Variable Payment is entered in the Loan Profile selected or selected in Loan Documents, the Payment Type field on the Loan Suffix Inquiry will display Principal and Interest. The system looks at the Variable Payment Index field to determine when the Payment Amount is changed.

Payments (ACH & Payroll) Allowed - Month to Date – If applicable, enter the number of ACH/Payroll splits, Loan Transfers and Automatic Transfers allowed each month for the loan. This might be used by credit unions that offer weekly, bi-weekly or semi-monthly payments to be made to loans that have a Monthly payment frequency.   The purpose of these fields is to tell the system how many ACH/Payroll/Transfers are allowed to a specific loan suffix so that the system will not do anymore splits or transfers after the number has been reached. These fields must be file maintained by the credit union, as needed.

Example: For a Monthly payment frequency loan with a Weekly payment, the Payments (ACH & Payroll) Allowed - Month to Date would be 4. The system will not compute an ACH Split, Payroll Split, Loan Transfer or Automatic Transfer for the loan once the POSTED value has reached the ALLOWED value. For months with a 5th ACH, Payroll or Transfer, no split or transfer will occur once the POSTED value has reached 4. For ACH and Payroll splits, the money that would have been applied to the loan will post to the residual account.

Example: For a Monthly payment frequency loan with a Bi-Weekly or Semi-Monthly payment, the Payments (ACH & Payroll) Allowed - Month to Date would be 2. The system will not compute an ACH Split, Payroll Split, Loan Transfer or Automatic Transfer for the loan once the POSTED value has reached the ALLOWED value. For months with a 3rd ACH, Payroll or Transfer, no split or transfer will occur once the POSTED value has reached 2. For ACH and Payroll splits, the money that would have been applied to the loan will post to the residual account.

Payments (ACH & Payroll) Posted - Month to Date – This represents a count of the posted ACH/Payroll splits, Loan Transfers and Automatic Transfers (batch related) for the month. This field will count the posted ACH/Payroll splits, Loan Transfers and Automatic Transfers each month regardless if there is a number in the Payments (ACH & Payroll) Allowed - Month to Date field. This field is reset to zero with End of Month Processing.

In the situation where an ACH item is received in one month but warehoused to be posted in the next month, the system will recognize that the item is to be posted in the next month and create the split to the loan even if the Payments (ACH & Payroll) Allowed - Month to Date number has been reached.

Payoff Amount – The amount necessary to pay off the loan today. (Principal, Interest and late charge)

Payoff Interest – The amount of interest due, if the loan is paid off today.

Payoff Late Fee – The amount of late charges due, if the loan is paid off today.

Pledge Amount – The amount that the member has pledged against the primary share account balance.

Pledge Type – The method by which the pledge amount automatically declines.
- **5% of Outstanding Balance.** At monthend, the pledged amount will be computed to be 5% of the Outstanding Balance rounded down to the nearest $100.00.
- **Decline with Balance.** When the dollar amount of the loan becomes less than the amount pledged, the pledged amount is reduced to the amount of the loan balance.
     Example: If Shares Pledge equals 1000 and the current balance of the loan is $2,500.00, the Shares Pledge will <u>not</u> decrease until the current balance of the loan equals $1,000.00. At that time, the Shares Pledged will decrease as each principal payment is made.
- **Decline with Payments.** The amount pledged is reduced by each dollar of principal paid on the loan until the pledged amount is reduced to a zero balance.
     Example: If Shares Pledged equals 1000 and the current balance of the loan is $2,500.00, the Shares Pledged will decrease as each principal payment is made. When the current balance of the loan reaches $1,500.00, the Share Pledged amount will be zero.
- **Share Pledge on Another Account.** When this Pledge Type is used, the Pledge Amount field is <u>not</u> filled in on the loan suffix. Fill in the Pledge Amount field on the share suffix so the available balance in the non-00 share suffix will be reduced. It would be a good idea to add a suffix warning message stating the reason for the pledge that the staff can view when needed. Regardless of the Pledge Type selected, if the Pledge Amount field on a loan suffix is filled in, the amount entered will reduce the available balance in the 00 suffix.

If the pledge is under a different suffix (not 00), the pledge amount will <u>not</u> decline. Also, if there is a 00 <u>and</u> 01 suffix, and the pledge is on funds in the 01 suffix, fill in the Pledge Amount field on the 01 suffix. Add a suffix warning message on the share suffix stating the reason for the pledge. The pledge amount will not be reduced on the 01 suffix as payments are made.

If the member has a 01 suffix (and no 00), the funds will not be held if the pledge amount is filled in on the loan suffix. The pledge amount must be filled in on the 01 suffix, in this circumstance.

Points - Year to Date – This is a field that can be file maintained, if applicable, for all non-visa loan suffixes. The amount in this field will print on the 1098 form for the member's loan and be reported to the IRS. This field will be reset to none with End of Day processing on the last business day of the year.
Potential Loss – This field can be file maintained, as determined by the credit union, to indicate the potential loan loss status of the loan. A report can be created in Query (optional software), if needed. The options are:
     Acceptable (default)

Loss
Doubtful
Substandard - Accrual ***
Substandard - Non-Accrual ****

***Loan coded as Substandard - Accrual will not be excluded from the loan accruals unless delinquent greater than or equal to 90 days or follow the existing TDR rules.

****Loans coded as Substandard - Non-Accrual will be excluded from the loan accruals regardless of the number of days delinquent or the Troubled Debt Restructure (TDR) criteria. These loans will be marked on the Loan Interest Accrual Report with a Sub in the TDR column.

Purpose – The purpose for which the loan was made. The credit union may use different purpose types. The default options for this field are as follows.

Auto Repair	Mobile Home or Camper
Boat and Trailer	New Vehicle
Business Investment or Property	Overdraft Advance
Christmas	Personal or Family Use
Consolidated Debts	Purchase of Non-Durable Goods
Current Expense	Real Estate
Education	Recreational Equipment
Furniture & Appliances	Refinance Car
Home Improvements	Stock or Bond Purchase
Insurance	Taxes
Land or Property	Travel Expense
Medical/Dental/Funeral	Used Vehicle
Miscellaneous	Vacation
	Vacation or Resort Property

Purpose Description – This allows the staff to enter a credit union determined purpose description for loans, if desired. This field is 50 characters in length and is a text field instead of a drop down box with fixed choices.

Security – The collateral on the loan. The credit union may use different security types. The list is displayed alphabetically. The default options for this field are as follows.

- **Boat** – Secured by a new or used boat.
- **Comaker** – Converts to TRW code unknown. Discontinue using.
- **Farm Equipment** – Secured by agriculture machinery and equipment.
- **FHA Title 1** – Insured loan for home improvements.
- **First Mortgage** – Secured by real property.
- **Furniture** – Secured by furniture, household goods, appliances, etc.
- **Miscellaneous** – Secured by durable goods other than above; tools, sporting equipment, etc.
- **New Auto** – Secured by a vehicle not previously titled.
- **Other** – The credit union assigns the TRW code when other is used.
- **Other Mortgage** – Secured by real property on which the credit union has a lower priority encumbrance.
- **Part–Share Pledged** – Secured by shares greater than 50% of the loan, but less than 100%.

- **Recreational Vehicle** – Secured by a new or used recreational vehicle such as a travel trailer, truck, camper, etc.
- **Share Pledge** – Secured by 100% of shares.
- **Student** – Insured under State or Federal Acts.
- **Unsecured** – No collateral; includes loans secured by shares of less than 50% of the loan.
- **Used Auto** – Secured by a vehicle that has been titled.

Security Description – A description of the collateral on the loan. This is a free-form description.

Example: 2001 Ford Taurus

If this field is left blank, the Datamatic definition of the security field will be displayed. If a security description is entered, that description will be displayed in the security field.

Skip Payment Count – This indicates how many payments will be skipped each year. This is used in conjunction with the Skip Payment Start field. This field will only be displayed on the loan suffix inquiry if the Skip Payment Start field has a month entered. This field is not applicable for Variable Payment loans.

Skip Payment Start – The month that the skip payment feature starts on the loan each year. Designed to be used by educational credit unions where employees do not work during the summer months. By entering a month in this field, the Skip Payment Count field will be activated and display on the loan suffix inquiry. This field is not applicable for Variable Payment loans.

Student Interest Rate – The interest rate of a student loan. This field can be used to store the interest rate while in the interim status.

Transfer Amount – (Optional) The amount of money being transferred each month to this account. This is used when the member would like the funds transferred from a share suffix and applied to the loan payment automatically. The Transfer Amount can be more than the regular payment amount of the loan. Loan transfers supersede held funds. The transfer process looks at balances only not at available balances.

The system will skip all Daily/Monthly/Delinquent Transfer processing for balloon loans past their Balloon date. **Example:** A final Balloon Payment will not be transferred on the payment date nor will Delinquent Transfers happen after the Balloon Date.

Loan payment frequencies of monthly, semi-monthly, weekly and bi-weekly are supported in the loan transfer program. Other payment frequencies can be setup for an automatic transfer or cash payments, but not loan transfers.

If a loan has a status of **bankrupt**, the system will not process Loan Transfers or Transfer Payrolls.
The Credit Union determines when the transfers will take place under [Main Ribbon > System Settings > Automated Operations Calendar Setup]. The system also looks at the month and year portion of the First Payment Date - Original and will not transfer funds prior to this date. The options are:
- Monthly Transfers – based on a certain day of the month for all loans.   OR
- Daily Loan Transfers – based on the day portion of the First Payment Date of the loan.

For **Legacy Variable Payment loans**, the transfer amount (if applicable) will be changed EVERYTIME the payment amount is changed by the system. For **Indexed Variable Payment loans**, the transfer amount (if applicable) will only be changed if the transfer amount MATCHES the old payment amount. In other words, the transfer amount can be more or less than the payment amount on the loan and will <u>not</u> be changed automatically when the payment amount on the loan is changed by the system.

A loan transfer that pays off a loan will <u>not</u> mark the loan closed. The Daily Loan Transfer report will display a message of Last Scheduled Payment. The credit union can decide if they will file maintain the loan with a status of closed. Non-LOC loans will purge (with the annual June 30th closed account purge and Purge Closed Accounts job in Special Operations) with an open status and a zero balance.

Transfer Donor – The Transfer Donor is the account number of the member who is providing money to be transferred to this account. The donor account can be within the member number or from a different member number. If the account number is not known, click on the magnifying glass to search for the account number. (Share to Loan Transfer)

Transfer Skip Count – This two-digit field is used to indicate how many loan transfers are to be skipped for a specific loan and was designed to be used for Skip-a-Pay programs. The Skip Payment wizard can be used to increment the Deferred Payments field and set the Transfer Skip Count field to the appropriate number. After a loan transfer is skipped, the Transfer Skip Count number will be decreased. Once the number reaches zero, the transfers will resume. This field can be file maintained, if necessary. Also, this can be used after doing a loan Extension for loans that are setup for loan transfers.

Uncollected Insurance Premium – This field only applies to Mortgage Loan Suffixes 60-69 with either credit insurance or debt protection. This was added due to the new Regulation Z rule that prohibits the financing of credit insurance premiums and debt protection fees for closed-end loans secured by any dwelling or open-end loans secured by a principal dwelling.

When the monthly add-on premiums are posted to the loans for Mortgage Suffixes 60-69 with an Insurance Method Code, the system will fill in the amount of the insurance premium or debt protection fee in the Uncollected Insurance Premium field. During End of Day processing, the system will calculate the payoff interest by subtracting the amount in the Uncollected Insurance Premium field from the balance, if applicable**.** Therefore, not charging interest on the unpaid portion of the insurance or debt protection as required. Depending on the amount of the insurance premium or debt protection add-on, this might reduce the payoff interest amount by pennies.

After a payment has been made (any method), the amount in the Uncollected Insurance Premium field will be zeroed out. If the payment amount is less than the amount in the Uncollected Insurance Premium field, the amount in the field will be reduced accordingly.

As a result, this will make it a bit more difficult to proof the history on a loan, if the interest amount needs to be hand calculated in the future. It would be necessary to look up the unpaid premiums on the history inquiry and take that out of the balance before computing the interest.

Variable Payment Index – This code indicates the Variable Payment Percentage, Minimum Payment Amount and whether or not notices will be created after the new payment has been calculated. Click on

drop down box for options available to use. The description of the code will be displayed not the numeric code.

Variable Rate Index – The variable rate index determines what type of indexed variable rate loan this is, and the interest rate of the loan, as defined by the credit union in the indexed variable rate setup. Click on drop down box for options available to use. The description of the code will be displayed not the numeric code.

Variable Rate Index Change Date – This field will only be displayed if there is a Variable Rate Index entered on the loan suffix. This field is automatically filled in by the system when the system changes an Indexed Variable Rate loan. This allows for a record of the last rate change.

Variable Rate Index Rate – If applicable, this field will be filled in by the system with the applicable Variable Rate Index Rate (from the indicated Variable Rate Indexes window) each time the rate changes on the loan. The system looks for the Variable Rate Index code (if applicable) to see which code applies to the loan. This window stores the Variable Rate Index type and any index offset that may be added to or subtracted from the Variable Rate Index Rate to calculate the new interest rate.

> **Example:**   Variable Rate Index Rate = 5.50%
> Index Offset = +1.00%
> Interest Rate and Interest Rate Standard fields = 6.50%

Variable Rate Legacy – The variable rate legacy determines what type of legacy variable rate loan this is, and the interest rate of the loan, as defined by the credit union in the legacy variable rate setup. Click on drop down box for options available to use. The description of the code will be displayed not the numeric code. Also, the wording none will display, if the loan is <u>not</u> a legacy variable rate loan.

This determines which variable rate program the loan will follow. Variable Rate Types are defined by the credit union under [Main Ribbon > System Settings > Variable Rate Setup (Legacy)].

This code is only used if the interest rate is to be changed. The rate will only be changed on the loan suffix (based on the Variable Rate Setup - Legacy screen) during End of Month processing.

Variable Rate Risk Offset (+) – This displays the risk offset (if +) for a variable rate loan when the credit union does risk-based lending. If applicable, the offset (+/-) is used each time the rate changes on the loan to calculate the new interest rate. The Risk Based Offsets will only be calculated if the Risk Based Lending option under [Main Ribbon > System Settings > Credit Union Setup] is set to Allowed.

Variable Rate Risk Offset (-) – This displays the risk offset (if -) for a variable rate loan when the credit union does risk-based lending. If applicable, the offset (+/-) is used each time the rate changes on the loan to calculate the new interest rate. The Risk Based Offsets will only be calculated if the Risk Based Lending option under [Main Ribbon > System Settings > Credit Union Setup] is set to Allowed.

Loan References

Audit Suffix Information – Refer to the Member Services Manual - Member Information chapter