TOC

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Fee Procedure Overview

This procedure provides instructions associated with viewing, updating/entering, and waiving Fees within Empower.

Procedures

These procedures should be executed in the following order :

1. Overview of Fees Screen
2. Viewing Fees
3. Updating or Entering Fees
4. Waiving Fees

Overview of Fees Screen

Please see Fee Procedure Overview for a list of the procedures, and the order they should be executed. This is the first of the four procedures that provides instructions associated with viewing, updating/entering, and waiving Fees.

1. Locate the Fees node in Workflow and click to open.

   Alternate Procedure: The Fees screen may also be opened from the **Navigation** toolbar .

   Result: The Fees – Retail Fees screen will open. Fee values will be entered on the screen based on fee tables for the type of loan, loan program and property location.

   - The Summary and Lender Credit Summary boxes will display values that cannot be changed in this field and are derived from the fee tables and who will be paying for the fee.
   - The Fees on the Left hand side also cannot be changed on this screen.
   - The fields on the right hand side of the screen provide fields that can be changed regarding HUD Fees based on role permissions.

The Fees node is found in most work queues on workflow.

   Important information regarding fees:

   Fees available in the Fee table on the left may have been configured for all values/fields on the right side of the screen based on Lender fee tables. Typically users will not have access to change fees based on Lender permissions. There is an option to make changes to the dollar amount to be collected, who will pay the fee, tolerance changes, paid to changes; and any field that is open and editable.

   The **Fees** toolbar displays various buttons to view the fees themselves or to jump to different screens contributing to the fee amounts, or related functions. When closing any of the jump screens, the system will return the user to the Fees screen.

2. If applicable, click **Select Fee Category** to ensure correct fees category has been selected for the loan.

3. If applicable, click on the applicable fee in the fee table and click **Set Lender Credit** to allocate fee to the **Lender.** Input any Lender Credits into the Lender field. Then click **OK** OK.

4. If applicable, click **Split Aggregate Adjustment** to split the Aggregate fee between the borrower, seller or 3rd Party.

5. If applicable, click **Escrow Information Table** to take the user to the screen for any changes that need to be made to Tax/Insurance impounds. Refer to the Escrow Information Procedures.

6. If applicable, click **Receipt Details** to record any payments made for fees or non-fees. See Receipt Details Procedure.

7. In the Closing and Funding workflows, **Fees – Unallocated Amount Paid** will be activated and used to balance the transaction.

8. The following three buttons on the top toolbar will allow the user to change the way the screen is viewed.

   Suppress $0.00 Dollar Charge – system defaults with this. To **Show the $0.00 Total Charge**, click the button and it will be replaced with (the button toggles).

   Suppress Blank Names

   Add Suppressed Fee(s)

9. The following two buttons on the top toolbar will allow the user to view the **Disclosure Tracking** and **Disclosure History** screens.

   Click **Disclosure Tracking** .

   Result: The Disclosure Tracking screen will display. The top of the screen will display the Scheduled Loan Closing Date, as well as a message regarding the readiness of the loan to close as scheduled. The screen is read only. See the Disclosure Tracking Procedures.

   From either the **Disclosure Tracking** or **Fees – Retail Fees** screen, Click **Disclosure History** to view history data.

10. If using the LoanSphere® Closing Insight® Portal to reconcile the Closing Disclosure the following buttons will be activated and available.

    LoanSphere® Closing Insight® Portal

    LoanSphere® Closing Insight® Portal Fee Remediation

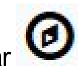
Closing Insight® UCD or GSE UCD

11. **Refresh Fee** is used when a fee has been reallocated, added or deleted based on permissions

Viewing Fees

Please see Fee Procedure Overview for a list of the procedures, and the order they should be executed. This is the second of the four procedures that provides instructions associated with viewing, updating/entering, and waiving Fees.

1. Locate the **Fees** node in Workflow and click to open.

   Alternate Procedure: The Fees screen may also be opened from the **Navigation** toolbar .

2. Verify fees are correct on the loan and been allocated correctly for Borrower Charge, Lender Charge, Seller Charge, and 3rd Party Charge for each fee.

3. If a fee is paid outside of closing, click the **POC** box next to the change and enter the amount and date the fee was paid in the **Amt Paid** and **Date Paid** fields for Borrower, Lender, 3rd Party or seller as applicable.

4. Click **Close**  to exit the Fees screen.

Updating or Entering Fees

Please see Fee Procedure Overview for a list of the procedures, and the order they should be executed. This is the third of the four procedures that provides instructions associated with viewing, updating/entering, and waiving Fees.

1. Locate the **Fees** node in Workflow and click to open.

   Alternate Procedure: The Fees screen may also be opened from the **Navigation** toolbar .

   Result: The Fees – Retail Fees screen will open. Fee values will be entered on the screen based on fee tables for type of loan, loan program and property location.

2. Click **Add Suppressed Fee** .

   Result: The Add Suppressed Fee(s) screen displays.

3. Using the scroll bar, find the applicable Fee Name and select the fee by clicking on the column to the left of the HUD # and click **OK** .

   Result: The user is returned to the Fees screen and the selected fee will be present on the screen.

4. Verify or enter the fee amount in the applicable section of screen – **Borrower Chg, Lender Chg, Seller Chg or 3rd Party Chg.**

5. If a fee is paid outside of closing, click the **POC** box next to the change and enter the amount and date the fee was paid in the **Amt Paid** and **Date Paid** fields for Borrower, Lender, 3rd Party or seller as applicable.

6. Complete all applicable fields based on permissions.

7. Click **Save** on the Main Menu at the top of the screen.

8. Click **Refresh Fee** to see changes.

9. Click **Close** to exit the Fees screen.

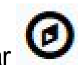
   Result: The changes of any fees may result in need to reissue the Loan Estimate or Closing Disclosure and a possible change to the closing date. See Disclosure Tracking Procedures.

   When exiting the screen, the Disclosure Tracking screen and a Warning pop-up message will display.

Waiving Fees

Please see Fee Procedure Overview for a list of the procedures, and the order they should be executed. This is the last of the four procedures that provides instructions associated with viewing, updating/entering, and waiving Fees.

1. Locate the **Fees** node in Workflow and click to open.

   Alternate Procedure: The Fees screen may also be opened from the **Navigation** toolbar .

   Result: The Fees – Retail Fees screen will open. Fee values will be entered on the screen based on fee tables for type of loan, loan program and property location.

2. If waiving a fee: Requires permission by role.

   Locate the fee on the left hand side of screen and click the column to the left of the HUD#.

3. Modify the Borrower, Seller, Third-Party or Lender portions of the fee

4. In the **Waived** field, use the drop down menu to select applicable type.

5. Specify the waived amount in the **Waived Amt** field. This amount must be equal to the sum of the waived amounts for Borrower, Seller, Third-Party, and Lender portions of the fee.

6. Add any applicable comments in the **Waiver Comments** field.

   Result: The Waived By and Waived Date will auto populate.

7. Click **Refresh Fee**  to see changes.

8. Click **Close**  to exit the Fees screen.

   Result: The changes of any fees may result in need to reissue the Loan Estimate or Closing Disclosure and a possible change to the closing date. See Re-Disclosures Procedures.

   When exiting the screen, the **Disclosure Tracking** screen and a **Warning** pop-up message will display.