



HUD FHA Annual Financial Statement Electronic Submission Service

AHACPA is nationally recognized for its training, technical support, and troubleshooting regarding FHA annual recertification requirements and electronic submission service of HUD required annual financial statements. Since 2002 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 Eight Easy Steps:

1. The mortgagee forwards the audited financial statement packet, including the LEAP FDT template to AHACPA.
2. AHACPA enters the data and uploads required items.
3. AHACPA emails the auditor a copy of the submission report along with a copy of the IPA Procedures report generated by the LEAP system.
4. The auditor reviews the reports and informs AHACPA of any necessary changes.
5. When everything is in agreement, the auditor marks the "Agrees/No Such Document Issued" circles on the IPA Procedures report, signs and sends it back to AHACPA.
6. AHACPA completes IPA Procedures report on behalf of the auditor.
7. AHACPA completes and submits the submission.
8. AHACPA emails both the auditor and the mortgagee a confirmation of the completed submission.

Information Needed for Submission

- COMPLETELY filled out "Required FHA Electronic Submission Info" form
- FHA Coordinator ID, and CURRENT Password (they change every 21 days)
- Copy of entire financial statement package, including supplemental data:
 - Applicable Auditor's Reports, HAND signed, on letterhead.
 - Computation of Adjusted Net Worth.
 - Schedule of Audit Findings – whether there are any findings or not.
 - Corrective Action Plan, if applicable, submitted on the mortgagee letterhead and signed.
 - Management Letter if referenced in reports, and if required, a corrective action plan.
- LEAP Financial Data Template, filled out for specified Lender type: Supervised – Large, Small, Non-Supervised, Investing (https://www.hud.gov/sites/documents/SFH_LEAP_fdt_tool.xls)
- CPA Certification and other items, Call Report, Consolidating schedules, etc. as required from info sheet

Submission Fee

The fee for AHACPA's HUD MF electronic submission is \$400 per property. Invoices payable upon receipt