

Multifamily Electronic Submission Service

AHACPA is nationally recognized for its training, technical support, troubleshooting and electronic submission of HUD annual financial statements. Each year AHACPA processes over 1,000 annual financial statements for owners, agents, and CPAs. Our submission service is efficient, timely, and cost effective. We perform the submission process for you, within HUD's required time frame, at a competitive fee.

Submission Service Process in Nine Easy Steps:

1. AHACPA applies for your User IDs, if needed
2. Auditor or Client uploads financial statements to AHACPA's secure document portal called ShareFile
3. AHACPA enters the data into the AHACPA's EZsub error-checking template.
4. AHACPA uploads a copy a draft submission report generated by our template, along with a copy of the Auditor's agreed-upon procedure report to the ShareFile portal
5. The auditor reviews the files and lets AHACPA know of any changes
6. When the auditor is satisfied that the submission is correct they mark "agrees" on the agreed-upon procedures report and send back to AHACPA
7. AHACPA completes the agreed-upon procedure report using the auditor's information
8. AHACPA finalizes the submission
9. AHACPA uploads a complete copy of the submission including confirmation page to ShareFile

Information Needed for Submission – please provide on next page

- REAC Coordinator ID and Password (or coordinator assigns AHACPA access)
- Auditor's Unique IPA Identifier (UII) Number
- Copy of entire financial statement. Notes and findings in a word processing format
- Financial Statements that comply with the following requirements:
 - Use current chart of accounts
 - You must include the HUD required supplemental information
 - Your statements MUST conform with *Uniform Financial Reporting Standards for HUD Housing Programs* (www.hud.gov/offices/reac/pdf/sas_29_final.pdf)
 - Financial Data Templates prepared on GAAP basis
 - Balance Sheet
 - Revenue and Expense
 - Equity Data
 - Cash Flow Data
 - Surplus Cash, Distributions and Residual Receipts
 - Footnotes
 - Applicable Auditor's Reports
 - Schedule of Findings and questioned Costs if applicable, including all required info
 - Federal Award Data (audited non-profit entities)

Submission Fee

The fee for AHACPA's HUD MF electronic submission is \$500 per property. Contact us for information on quantity discounts.

AHACPA's HUD MF Electronic Submission Service

Fax completed form to (801) 547-5070 or email to kathy@ahacpa.org

Billing Information:

Name: _____ Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

ID Numbers Needed for Auditors:

Audit firms must have a "Unique IPA Identifier (UII)" number. UII#: _____

If you do not have a UII please provide the following: Firm Tax ID: _____

Auditor Name: _____ Auditor Title: _____

Audit Firm Name: _____

Audit Firm Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

ID Numbers Needed for Properties:

Our company has several data entry people. HUD requires that we each have our own ID. We do over 1,000 submissions per year. *When we receive your file for entry there is no way of knowing which of the data entry people will get the file.* Therefore, it is necessary to have all of our IDs assigned access to do the electronic submission for your entity. *If only one ID is assigned access there will be a delay in your filing.*

Option 1 – You let us borrow your coordinator ID and password and we take care of the setup.

REAC ***Coordinator*** ID: _____ REAC Password: _____

Option 2 – You assign all 16 AHACPA IDs access:

1. Log into REAC <http://www.hud.gov/offices/react/online/reasyst.cfm>.
2. Go to "Property Assignment Maintenance"
3. Enter User ID (see list below) none of the other fields need to be filled in. Press "submit".
4. In the top box select the "FASSUB - SUB" and "FASSUB - CPC" roles. In the bottom box select the property or properties. Press "submit". On the next page press "confirm".
5. Repeat steps 2-4 for each ID listed below:

I10172 – Kathy Christensen

I22247 – Tony Christensen

I34169 – Teresa Allred

I11056 – Les Sparks

I22248 – Kathryn Sparks

I22245 – Marissa Loertscher

I22250 – Zach Christensen

PROJECTS:

Project Name: _____ Year End: _____

Owning Entity Name: _____

Owning Entity Tax Identification Number (TIN): _____

Project FHA Number: _____

Project Address: _____

City: _____ State: _____ Zip Code: _____

Project Name: _____ Year End: _____

Owning Entity Name: _____

Owning Entity Tax Identification Number (TIN): _____

Project FHA Number: _____

Project Address: _____

City: _____ State: _____ Zip Code: _____

Project Name: _____ Year End: _____

Owning Entity Name: _____

Owning Entity Tax Identification Number (TIN): _____

Project FHA Number: _____

Project Address: _____

City: _____ State: _____ Zip Code: _____

Project Name: _____ Year End: _____

Owning Entity Name: _____

Owning Entity Tax Identification Number (TIN): _____

Project FHA Number: _____

Project Address: _____

City: _____ State: _____ Zip Code: _____

Project Name: _____ Year End: _____

Owning Entity Name: _____

Owning Entity Tax Identification Number (TIN): _____

Project FHA Number: _____

Project Address: _____

City: _____ State: _____ Zip Code: _____

**Multifamily
Coordinator Registration**

To apply for a System Coordinator ID fill out the form below, and return to Kathy Christensen kathy@ahacpa.org or fax to 801-547-5070.

In 7-10 days an ID will be assigned and mailed to the CEO of the HUD-registered entity specified below. The password will not be disclosed, so make sure you remember it!!!

If you wish to be the coordinator for more than one entity, you must first register as a coordinator for only one. After you receive your coordinator ID you can then request other entities be assigned to your ID.

Your Information:

First Name: _____

Middle Initial: _____

Last Name: _____

Social Security Number: _____

Email address: _____

Mother's Maiden Name: _____

Password: _____

Must be **ONLY 6 characters in length** and include one upper case letter, one lower case letter and one number or character. For example, Hud001

Organization Information:

Organization/Property Name: _____

Tax ID Number: _____