

Single Family Acquired Asset
Management System (SAMS)

Funds Reclassification

**U.S. Department of Housing
and Urban Development**
Office of Housing
Federal Housing Commissioner

Note: Retain a copy of the reclassification form and a copy of all supporting documents, e.g., forms SAMS-1100, SAMS-1103, SAMS-1106, wire transfer confirmation, etc., in the Case File. To prevent continuing errors, inform closing agent / HUD staff of all errors.

Send the completed form to: HUD, Single Family Acquired Assets Branch, HWAFPA, P.O. Box 44813, Washington, DC 20026-4813

1. HOC Area Identifier (2 characters)	2. HOC Area Name
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3. Name of M&M Contractor

4. Type of Reclassification (check one)

Wire Transfer
 Lockbox
 Disbursement

5. Journal Entry Identification Number (JE ID)

6. Incorrect Entry (enter information exactly as shown in SAMS)		
a. FHA Case Number	b. Post Code	c. Amount

7. Correct Entry (enter information as it should appear in SAMS)		
a. FHA Case Number	b. Post Code	c. Amount
d. Unit Number (rent related transactions only)	e. Lease Number (rent related transactions only)	

8. Justification for Reclassification (check only one)

a. <input type="checkbox"/> Closing Agent Error	Closing Agent's NAID
b. <input type="checkbox"/> Sending Bank Error	Bank's ABA Number
c. <input type="checkbox"/> M&M Contractor Error	Explain
d. <input type="checkbox"/> Other, e.g., EM Forfeiture	Explain

9. Preparer's Signature (M&M/HOC staff)	10. Title	11. Phone Number (area code)	12. Date (mm/dd/yyyy)
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13. Reviewer's Signature (M&M/HOC Supervisor)	14. Title	15. Phone Number (area code)	16. Date (mm/dd/yyyy)
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17. Comments (Optional)

For Headquarters Use Only

After funds are reclassified, attach a copy of the Case Accounting History (ACHI) Report to this form.

Reclassification Journal Entry Identification Number (JE ID)

Entered by	Date (mm/dd/yyyy)
X	

Instructions for Completion of Form SAMS-1120 (Please use typewriter or print in ink)

1. **HOC Area Identifier:** Enter the two-digit HOC Area Identifier (e.g., P1 for Philadelphia Area 1).
 2. **HOC Area Name:** Enter the HOC Area Name (e.g., Philadelphia Area 1).
 3. **Name of M&M Contractor:** Enter the business name of the M&M Contractor.
 4. **Type of Reclassification:** Check the appropriate box (either Wire Transfer, Lockbox, or Disbursement) to identify the type of reclassification.
 5. **Journal Entry ID:** Enter the journal entry identification number (JE ID) associated with the original posting to the journal.

The JE ID for both collection and disbursement reclassifications can usually be found on the Case Accounting History Report (ACHISD). The JE ID for collections received with either an invalid or no case number can be found on the Unapplied Cash Report (CLUCSD). JE IDs for collection reclassifications can also be found on the following reports: Unmatched Sales Proceeds (CLUMSD), Wire Posting (CLWPSD), and Lockbox Posted (CLLPSD).
 6. **Incorrect Entry:** Enter the following information **exactly** as it is shown in SAMS:
 - a. Case Number FHA case number
 - b. Post Code Post code
 - c. Amount Transaction amount
 7. **Correct Entry:** Enter the following information as it should appear in SAMS:
 - a. Case Number FHA Case Number
 - b. Post Code When correcting collection post codes, refer to the list on the form SAMS-1100. When correcting disbursement post codes, refer to the list shown on the form SAMS-1106.
 - c. Amount Transaction amount
 - d. Unit Number Unit number, for rent related transactions only
 - e. Lease Number Lease number, for rent related transactions only
 8. **Justification:** Check the appropriate box and enter requested information.
 - 9.-12. **Preparer's Signature:** Enter the signature, title, and phone number of the person who completed the form and the date prepared.
 - 13.-16. **Reviewer's Signature:** Enter the signature, title, and phone number of the M&M/HOC Supervisor or designee approving this form and date form is approved and sent to Headquarters.
 17. **Comments:** Optional
- Need Help?** If you have questions about reclassifying funds or the completion of this form, call your HOC Government Technical Representative (GTR) or Government Technical Monitor (GTM). GTRs and GTMs may call the Single Family Acquired Assets Branch Desk Officer for assistance.