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OMB Control Number: 2502-0536  
Expiration Date: 3/31/2025  
Screenshots  
Collection Title: Single Family Premium Collection Subsystem (SFPCS-P)  
Batch Signup Burden Evidence and Privacy Notice Evidence related to this collection process



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# **MONTHLY (PERIODIC) MORTGAGE INSURANCE PREMIUM BATCH PAYMENT PROCESSING INSTRUCTIONS FOR CPU TO CPU TRANSMISSIONS**

## **Privacy Notice:**

Information requested on the Monthly (Periodic) Mortgage Insurance Premium Batch Payment Processing inquiry will enable the U.S. Department of Housing and Urban

Development to set up your Secure File Transfer Protocol accounts, to secure and protect premium mortgage insurance batch payment files that you provide from fraudulent activities. This information is collected according to authorities found in 12 USC § 1709(c) Insurance of mortgages, 24 CFR 203.259a, Housing and Urban Development, Single Family Mortgage Insurance, and FHA Single Family Housing Policy Handbook 4000.1.

HUD personnel and those authorized to help with the account set up will use your information to issue and revoke communication channels, provide status updates, address payment inquiries, and for troubleshooting purposes. An IP address is used to identify and to allow access for your device(s) to HUD's network. A HUD-issued user id and a password is used to verify the entity logging into the Secure Shell File Transfer Protocol (SFTP) server. Providing the requested information is voluntary, but failure to provide any part of the requested information may delay the processing of your request.

## Overview

These instructions are provided for lenders and service bureaus that choose to submit Single Family monthly (periodic) mortgage insurance premium payments directly to HUD by making CPU to CPU batch file transmissions. (Monthly premium payment information

submitted to HUD is transmitted to its automated collection system for collection processing.)

First, the Periodic Batch Transmission Signup Inquiry is completed by the lender (or its designated service bureau) and submitted to HUD via email to the SfpaygovPeriodic@hud.gov (mailto:SfpaygovPeriodic@hud.gov) mailbox.

**The information that is required to be submitted within the email to Sfpaygovperiodic@hud.gov (mailto:Sfpaygovperiodic@hud.gov) mailbox are your Company Name, the HUD 5 digit Lender ID or Service Bureau ID associated with the Company, Company Address, Business Phone number, Technical Contact's Phone number, and Technical Contact's Email Address in charge of this process.**

The address provided above will be used to inform your institution of errors encountered during payment processing and provide guidance for correction. A group email address is strongly recommended

*Note: Communications for payments will be delivered to the email address associated with your institution's monthly cashflow account and is maintained in LEAP (click the **Cash Flow Account Setup** tab on the LEAP page displayed at:*

*<https://webapps.hud.gov/LeapRecertApp/faces/index>  
(<https://webapps.hud.gov/LeapRecertApp/faces/index>)  
).*

### Your Public IP Address(es) for your Upload Environments

To better protect HUD’s upload server from unauthorized access, your public IP address will be configured in the firewall protecting HUD’s environment to only allow traffic from the specified IP address.

If you have addresses for both Production and Test, please provide all public IP addresses that you intend to use in the testing and implementation of the monthly premium batch payment submission process to HUD.

If your IP address is the same for Test and Production, please enter that address in both boxes. The below table may be utilized for submission via your email inquiry:

	IP Address	City and State Location of IP Address
Example	123.123.123.123	McLean, VA
Test		
Production		

**Note: Private (non-routable) IP addresses** cannot be used for this purpose. Ensure that your IP Addresses listed above do **NOT** fall within any of the following ranges of IP addresses reserved for private networks:

10.0.0.0- 10.255.255.255

172.16.0.0- 172.31.255.255

192.168.0.0- 192.168.255.255

After the Signup inquiry is received by HUD and processed, HUD issues to the lender or service bureau a unique six-character ID beginning with the letter X (e.g., X00001) and a password. (This information is provided to the contact person(s) specified on the Signup email inquiry.) The HUD *Xnnnnn* ID is used to log on to the Secure Shell File Transfer Protocol (SFTP) server on the HUD network. To make a payment, the lender or service bureau transmits a batch file containing monthly premium payment information to this server. For the two batch file formats acceptable to HUD, see Monthly (Periodic) Mortgage Insurance Premium Payment Batch File Formats ([https://www.hud.gov/program\\_offices/housing/comp/premiums/sffrmt](https://www.hud.gov/program_offices/housing/comp/premiums/sffrmt))

The lender or service bureau must test the batch file payment process on HUD's Test platform. Instructions will be provided upon receipt of the initial email inquiry for this process. When the test is successfully completed, monthly premium payments can be submitted to HUD's Production platform.

## Monthly Premium Batch File Naming Conventions

Lenders and service bureaus can transmit more than one monthly premium payment batch file per day to HUD. Transmitted batch files are picked up from the SFTP server and processed by HUD once every hour. The batch file can have any name the Lender chooses. However, the file

name must follow the format described below. Each file should have a unique name as a precautionary measure. This prevents overwriting a previously transmitted file that was not processed by HUD yet. Failure to comply with these naming conventions may result in a delay in MIP payment processing.

<b>File Name</b>	<b>Explanation</b>
<b>CXXXXXXXX.DAT</b>	This file contains the payment records. The file name must be in UPPERCASE and cannot be more than eight characters in length. The first character ( <i>C</i> ) must be an alphabetical letter (A-Z). The remaining characters (up to seven - XXXXXXX) can be letters or numbers. However, all letters must be UPPERCASE. The file name extension must be <i>.DAT</i> in UPPERCASE. For example: P0610PMT.DAT

**CXXXXXXXX.END** A completion file with an .END file name extension indicates the completion of a successful transmission of the .DAT file by the lender or service bureau. It does not need to contain data. HUD uses it as an indication to accept and process the .DAT file. For every file submitted with a .DAT file extension, a corresponding file with an .END file extension must be submitted. The file name must be the same for both files. The .END file name and extension must be UPPERCASE. For example, the .DAT file mentioned above would have a corresponding P0610PMT.END file. The

transmission of  
the .END file  
must take place  
after the  
successful  
transmission of  
the .DAT file.  
These files  
must be sent  
sequentially,  
NOT  
concurrently.

## Processing Results

The results of the monthly premium payment batch file processing will be communicated in two formats: email and HTML display page (on the FHA Connection).

- **Email:** An email is automatically generated with the status of the batch file submission process and is sent to the primary and secondary contacts listed for the Title II Single Family Periodic (Monthly) Premiums cash flow account set up by the lender in HUD's Lender Electronic Assessment Portal (LEAP). A link to LEAP is available on the FHA Connection's Lender Functions menu.
- Also, if a transmitted batch file transmitted is rejected for format or control total issues, an automated e-mail notification is sent to the technical contact provided on the Periodic Batch Transmission Signup Email Inquiry. The reason for the rejection is provided.



- **FHA Connection:** Authorized lender employees will also be able to log on to the FHA Connection (using their existing FHA Connection user ID and password) and view monthly premium payment history. This will require an update to the user's security access; users should request authorization for the View Payment History and View File Transmission History functions of "Monthly Premiums" from their FHA Connection Application Coordinator.

In order for a service bureau to view the monthly premium payment history for a lender it services, the lender's Application Coordinator must first update the service bureau's authorizations (via the FHA Connection's Service Bureau Authorization function) to include View Payment History and View File Transmission History. Then, employees of the service bureau authorized to view this information must ask their FHA Connection Application Coordinator for authorization for the View Payment History function of "Monthly Premiums".

## Maximum Payment Amount

A payment cannot exceed \$99,999,999.99. If the total payment amount is greater than

\$99,999,999.99, it must be divided into lesser amounts and submitted as separate batch files.

## Reporting a Public Internet Provider (IP) Address Change

The lender (or its designated service bureau) must report a public IP address change to HUD as soon as possible. The Periodic Batch Transmission Signup Inquiry requirements are to be completely addressed by the lender (or its designated service bureau) for the new public IP address and submitted via email to the HUD SfpaygovPeriodic@hud.gov (mailto:SfpaygovPeriodic@hud.gov) mailbox similar to the initial signup process. The change is made in HUD's system approximately two to three business days after receipt of the completed Periodic Batch Transmission Signup email inquiry.

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### Agency

### Resources

#### U.S. Department of Housing and Urban Development

451 7th Street, S.W., Washington, DC 20410  
T: 202-708-1112  
TTY: 202-708-1455

Find a HUD office near you ([/localoffices](#))





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