Using the HAMP Reporting Tool:

Corrections and Cancellations

It is a requirement to provide periodic loan level data for all activity relating to the Home Affordable Modification Program (HAMP), Home Affordable Foreclosure Alternative (HAFA) Program, Treasury FHA-HAMP, and the Second Lien Modification Program (2MP) using the HAMP Reporting Tool. You must ensure that the data submitted is accurate and in agreement with your records. If the data is entered incorrectly or entered in error, you must take the proper steps to update the information previously reported.

The HAMP Reporting Tool is available to participating servicers on the secure servicer area (using the Participating Servicer Login) of the HAMP Web site www.HMPadmin.com.

For details on how to access and log into the HAMP Reporting Tool, refer to the job aid, “Getting Started,” available on www.HMPadmin.com.

This job aid describes how and when to correct or cancel previously reported:

- HAMP trial modifications and official modifications,
- HAFA short sales and deeds-in-lieu,
- Additional data requirements pursuant to Supplemental Directive 09-06,
- Treasury FHA-HAMP trial modifications and official modifications, and
- 2MP official modifications and full or partial extinguishments.

Trial corrections and cancellations can be completed at any time during the month. Corrections and cancellations of official modifications and HAFA transactions can only be reported during the first four days of the month.

**Correcting a HAMP Trial Modification**

When a HAMP trial modification is previously reported with incorrect data, correct the entry by taking the following steps:

**Step 1.** After logging into the tool, place your cursor over the HAMP tab and select Trial Setup from the drop-down menu.

**Step 2.** Reenter all the data you entered previously making the required corrections.
Step 3. Click on **Add Activity** to resubmit your data. The corrected data will overwrite what you previously submitted.

**Note:** Loan numbers cannot be corrected. If a loan number was entered incorrectly, you must cancel the trial record that has the incorrect loan number and then re-enter a new record with the correct loan number. See the section, **Canceling a HAMP Trial Modification** for details on how to cancel the trial record.

### Correcting a HAMP Official Modification

When a HAMP official modification is previously reported with incorrect data, correct the entry by taking the following steps:

**Step 1.** After logging into the tool, place your cursor over the **HAMP** tab and select **Official Modification** from the drop-down menu.

**Step 2.** Re-enter all the data you entered previously, making the required corrections. Make sure to select **Official Correction** from the **Submission Status Code** drop-down list.

**Step 3.** Click on **Add Activity** to resubmit your data. The corrected data will overwrite what you previously submitted.

### Correcting a HAFA Short Sale or Deed-in-Lieu

When a HAFA short sale or deed-in-lieu is previously reported with incorrect data, correct the entry by taking the following steps:

**Step 1.** After logging into the tool, place your cursor over the **HAFA** tab and select the applicable notification or loan set-up option to correct from the drop-down menu.

**Step 2.** Re-enter all the data you entered previously, making the required corrections.

**Step 3.** Click on **Add Activity** to resubmit your data. The corrected data will overwrite what you previously submitted.

### Correcting an Additional Data Requirement Pursuant to SD 09-06

When reporting additional data requirements pursuant to SD 09-06 that has previously been reported with incorrect data, update the entry by taking the following steps:
**Step 1.** After logging into the tool, select the **SD 09-06** tab.

**Step 2.** Re-enter all the data you entered previously into the Identifying Information, Government Monitoring, NPV Model Inputs (if applicable) and Reason Code sections and make the required corrections.

**Step 3.** Click on Add Activity to resubmit your data. The corrected data will overwrite what you previously submitted.

---

**Correcting a Treasury FHA-HAMP Trial Modification**

To correct a Treasury FHA-HAMP trial modification that has previously been reported with incorrect data, update the entry by taking the following steps:

**Step 1.** After logging into the tool, place your cursor over the **FHA** tab and select **FHA Trial Setup** from the drop-down menu.

**Step 2.** Re-enter all the data you entered previously and make the required corrections.

**Step 3.** Click on Add Activity to resubmit your data. The corrected data will overwrite what you previously submitted.

---

**Correcting a Treasury FHA-HAMP Official Modification**

To correct a Treasury FHA-HAMP official modification that has previously been reported with incorrect data, update the entry by taking the following steps:

**Step 1.** After logging into the tool, place your cursor over the **FHA** tab and select **FHA Official Modification** from the drop-down menu.

**Step 2.** Re-enter all the data you entered previously and make the required corrections. Make sure to select Official Correction from the Submission Status Code drop-down list.

**Step 3.** Click on Add Activity to resubmit your data. The corrected data will overwrite what you previously submitted.
Correcting a 2MP Official Modification

To correct a 2MP official modification that has previously been reported with incorrect data, update the entry by taking the following steps:

Step 1. After logging into the tool, make sure that you are in active program, 2MP. Place your cursor over the 2MP tab and select Official Setup from the drop-down menu.

Step 2. Re-enter all the data you entered previously and make the required corrections.

Step 3. Click on Add Activity to resubmit your data.

The corrected data will overwrite what you previously submitted.

Correcting a 2MP Full or Partial Extinguishment

When reporting a 2MP full or partial extinguishment that has previously been reported with incorrect data, update the entry by taking the following steps:

Step 1. After logging into the tool, make sure that you are in active program, 2MP. Place your cursor over the 2MP tab and select from the drop-down menu, the applicable type of extinguishment: select Extinguishment for a full extinguishment or Partial Extinguishment for a partial extinguishment.

Step 2. Re-enter all the data you entered previously and make the required corrections.

Step 3. Click on Add Activity to resubmit your data.

The corrected data will overwrite what you previously submitted.

Canceling a HAMP Trial Modification

To cancel a trial modification that has failed to become an official permanent modification, take the following steps:

Step 1. After logging into the tool, select the SD 09-06 tab.

Step 2. Complete the Identifying Information, Government Monitoring, NPV Model Inputs (if applicable) and Reason.
Code sections. Make sure to select Trial Plan Default from the Trial Fallout Reason Code drop-down menu.

Step 3. Click on Add Activity to submit your cancellation.

Note: With failed trials, the borrower is disqualified from any new HAMP trials or official modifications.

To cancel a duplicated trial modification, take the following steps:

Step 1. After logging in to the tool, place your cursor over the HAMP tab and select Trial Setup from the drop-down menu.

Step 2. Re-enter all the data you entered previously, but select Trial Cancel from the Submission Status Code drop-down.

Step 3. Click on Add Activity to submit your cancellation.

Canceling a HAMP Official Modification

To cancel a failed HAMP official modification, take the following step:

Step 1. You should continue to report loan activity each month for official modifications. Make sure to indicate the current unpaid principal balance (UPB), the last paid installment (LPI), and no payment for principal or interest. When there are three consecutive non-payments during the official modification, the loan will be automatically disqualified.

To cancel a duplicated HAMP official modification record, take the following steps:

Step 1. After logging into the tool, place your cursor over the HAMP tab and select Official Modification from the drop-down menu.

Step 2. Re-enter all the data you entered previously, but select Official Cancel from the Submission Status Code drop-down.

Step 3. Click on Add Activity to submit your cancellation.

When the official modification is cancelled, the loan is returned to Trial Active status using the last successful trial loan submission and no compensation will be disbursed.

The reported trial would then need to be cancelled. Refer to the steps under the Canceling a HAMP Trial Modification section for duplicated trial modifications.
If the official mod is cancelled the months after the initial reporting, the reporting system will automatically recover previously paid funds in the reporting cycle in which the cancellation was processed. The recovery of funds is netted against current month disbursements. If disbursements are not available to offset, then the bank account will be drafted.

To cancel an official modification where the loan number is incorrect or the loan number is correct but the leading zeros are missing, cancel the official modification first and then cancel the trial modification as if it was a duplicated trial modification.

**Canceling a HAFA Short Sale or Deed-in-Lieu**

Cancel a HAFA short sale or deed-in-lieu when any of the following situations occur:

- The short sale or deed-in-lieu agreement expires
- The SS or DIL agreement is terminated
- When there is a notification cancellation
- When there is a loan setup cancellation
- When the servicing is transferred
- When there is a payoff

To cancel the previously reported HAFA short sale or deed-in-lieu, take the following steps:

**Step 1.** After logging into the tool, place your cursor over the **HAFA** tab and select **Cancellation** from the drop-down menu.

**Step 2.** Enter all required data.

- Select **Cancellation** from the **Submission Status** drop-down menu.
- Select the appropriate **Cancellation Reason Code** from the **Short Sale or Deed-in-Lieu Cancellation Reason Code** drop-down menu.

**Step 3.** Click **Add Activity** to submit your cancellation.
Canceling an Additional Data Requirement Pursuant to SD 09-06

To cancel a reported additional data requirement pursuant to SD 09-06, take the following steps:

**Step 1.** After logging in to the tool, select the **SD 09-06** tab.

**Step 2.** Complete the Identifying Information, Government Monitoring, NPV Model Inputs (if applicable) and Reason Code sections. Make sure to select Trial Plan Default from the Trial Fallout Reason Code drop-down menu.

**Step 3.** Click on Add Activity to submit your cancellation.

Canceling a Treasury FHA-HAMP Trial or Official Modification

To cancel a Treasury FHA-HAMP Trial or Treasury FHA-HAMP Official Modification, refer to the job aid, “Reporting a Treasury FHA-HAMP Cancellation,” which is available on the HAMP Web site [www.HMPadmin.com](http://www.HMPadmin.com).

Canceling a 2MP Official Modification or Extinguishment

To cancel a 2MP official modification, partial extinguishment, or full extinguishment, refer to the job aid, “Reporting a 2MP Cancellation,” which is available on the HAMP Web site [www.HMPadmin.com](http://www.HMPadmin.com).

*For more information or questions regarding the HAMP Reporting Tool, please contact the HAMP Solution Center at 1-866-939-4469 or contact your HAMP Servicer Integration Team Representative.*