MEMORANDUM FOR: Write Your Own (WYO) Principal Coordinators and the NFIP Servicing Agent

FROM: WYO Clearinghouse

SUBJECT: Highlights of WYO Accounting Procedures Manual and WYO Accounting Training Manual

REFERENCE: W-05048, Updated Accounting Manuals Now Available, dated September 8, 2005

Attached is information that highlights changes in the recently updated and reissued WYO Accounting Procedures Manual and WYO Accounting Training Manual, both of which become effective October 1, 2005.

If you have any questions, please contact your Program Coordinator.

Attachment

cc: Vendors, IBHS, Government Technical Representative

Suggested Routing: Accounting, Claims, Data Processing, Marketing, Underwriting
Significant changes effective October 1, 2005, include the following topics.

**Part A:**
- Financial Reporting Deadlines
- Current Address/E-mail for Financial Reporting Packages
- Enclosure of Current Financial Exhibits

**Part B:**
- TRRP transaction updates for policy and claims reporting
- Cancellation premium refund adjustment base cancellation reasons (Line 415)
- Expense Allowance Adjustment for Bonus Commission (Line 426), including cancellation reason code 24
- Addition of Prior Term Refund Expense Allowance Due to the NFIP (Line 429)
- Addition of Allocated LAE Fee Schedules Exhibits V-E, V-F, and V-G
- Requirements for the reporting of Interest Income and Restricted Account Charges
- Requirements for the remittance of funds to the NFIP

**Part C:**
- Requirements for the deposit and transfer of funds to the NFIP

**Part G:**
- Requirements for reporting financial statement data via electronic media

**Part H:**
- Credit card processing procedures regarding reimbursable and nonreimbursable fees to the WYO Company
- Addition of a list of approved credit card companies acceptable for flood policy purchase
Significant changes effective October 1, 2005, include the following topics.

**Part A:**
- Financial Reporting Deadlines
- Current Address/E-mail for Financial Reporting Packages

**Part B:**
- Addition of more “General Information” including sample values for Rating Organization Expense, State Sales Tax, and Prior Term Refund data
- Cancellation premium refund adjustment base cancellation reasons (Line 415)
- Expense Allowance Adjustment for Bonus Commission (Line 426), including cancellation reason code 24
- Addition of Prior Term Refund Expense Allowance Due to the NFIP (Line 429)
- Addition of Allocated LAE Fee Schedules Exhibits V-E, V-F, and V-G
- Requirements for the reporting of Interest Income and Restricted Account Charges
- Requirements for the remittance of funds to the NFIP

**Part C:**
- Reporting deadlines for Statistical Data and Front-end Balancing requirements

**Part D:**
- Elimination of BBS requirement for financial reporting

**Part F:**
- Requirements for the deposit and transfer of funds to the NFIP

**Part H:**
- Credit card processing procedures regarding reimbursable and nonreimbursable fees to the WYO Company