



Wire Approval Checklist

Operations



The following process will review the Wire Approval Checklist. This step is extremely important in the Funding process.

The systems screens are located in BytePro and DocVelocity and the L Drive

Following the steps outlined, you will have audited the wire process successfully.

In BytePro:

On the Home Screen:


Confirm the Document Date, Scheduled Closing Date and Signing Date & Time should match and are the document date.

Sched. Closing Date	11/02/2020
Signing Date & Time	11/02/2020

Scroll down.

Enter your name in the drop down for Closing Support Specialist.

Closing Support Specialist	TinaP	▼
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On the Closing Screen:

Confirm Note Date matches Document Date form Home Screen.

Note Date	11/02/2020
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On the Closing Disc Page 3 Screen:

Confirm Earliest Signing Date for TRID loans. Earliest Docs Can Be Date must be on or prior to Note Date.

NOTE: Earliest Signing Date does not apply for Non-TRID loans.

Earliest Docs Can Be Dated	10/30/2020
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On the ECOA Valuation Rule Screen:

Confirm Earliest Signing Date per last valuation provided to Borrower.

There is a 3-day waiting period from the confirmation by Borrower of receipt of the last Valuation.

NOTE: All valuations other than Appraisal #1 can be waived via ECOA Waiver for TRID Loans. ECOA Waiver (If Applicable) would be in DV. Waiting period is 3 days from execution date. ECOA Waiver can be applied to all Valuations on Non-TRID loans.

On the Wire Approval Screen:

Confirm that Fraud Guard has been completed and a date has been entered in that field.

Closing Disclosure Dates	
<input type="checkbox"/> Non-TRID	
Initial Final CD Issue Date	10/27/2020
Confirmation Initial CD Received Date	10/27/2020
Earliest Docs Can Be Dated	10/30/2020
Note Date	11/02/2020
<input type="checkbox"/> LDS Doc Draw	
CPL Issued Date	10/29/2020
CPL Expiration Date	11/28/2020
CPL Verification Date	10/29/2020
* Verification must occur on or after CPL Issued Date	
Fraud Guard Date	10/27/2020
<input type="checkbox"/> Priority Scan	
Fundings On Deck	11/02/2020
POA	

Confirm Funder has validated the Date Validations fields.

Date Validations	
Validated by Funder	
Scheduled Closing Date	11/02/2020
First Payment Date	01/01/2021

Confirm that the Funder has validated the Verification of Employment fields for each Borrower.

Verification of Employment					
Doc Type: 12-Mths Bank Statements					
	Self-Employed?	VVOE Date	N/A	Validated by Funder	
B1	Yes	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B2	Yes	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B3	No	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B4	No	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Confirm that the Funder has completed their portion of the Wire Validation field.

ATTENTION FUNDERS:
Do not fund until your supervisor confirms/validates their portion below

Funder

☒ Wiring Instructions Validated by Funder?

Date Validated by Funder

Wiring Instructions Validated By Funder

Confirm Credit Expiration Date did not expire prior to document execution.

Confirm all other Expiration Dates have not expired.

NOTE: If date field is blank and not marked N/A advise Funder.

Documents Expiration Date		
Credit Expiration Date	11/02/2020	<input type="checkbox"/> N/A
* Loan Docs must be signed on or prior to Credit Expiration Date		
Mortgage Rating VOR Expiration Date	01/01/2021	<input type="checkbox"/> N/A
Income Borr 1 Expiration Date	11/14/2020	<input type="checkbox"/> N/A
Income Borr 2 Expiration Date	11/14/2020	<input type="checkbox"/> N/A
Asset Expiration Date	11/13/2020	<input type="checkbox"/> N/A
Title Expiration Date	12/08/2020	<input type="checkbox"/> N/A
Appraisal Expiration Date	01/14/2021	<input type="checkbox"/> N/A
Appraisal Recert		
BPO Expiration Date		<input checked="" type="checkbox"/> N/A
CPL Expiration Date	11/28/2020	
Vetting Expiration Date		<input checked="" type="checkbox"/> N/A
Insurance Effective Date	10/27/2020	<input type="checkbox"/> N/A
Insurance Expiration Date Wet	10/15/2021	<input type="checkbox"/> N/A
Flood Insurance Effective Date		<input checked="" type="checkbox"/> N/A
Condo Master Policy Expiration Date		<input checked="" type="checkbox"/> N/A
Lock Expiration Date	11/10/2020	
Rate Sheet Date	10/06/2020	
TRID		
<input type="checkbox"/> Non-TRID		
TRID Appraisal Order Date	09/07/2020	

In DocVelocity:

Type Title in search filed and Select Closing Protection Letter to view.

Verify Closing Protection Letter (CPL) issue date.

NOTE: CPL is only good for 30 days from issue date.

Verify CPL is made out to Citadel with correct address.

NOTE: ISAOA is not required but is acceptable.

Citadel Servicing Corporation, ISAOA
25531 Commercentre Drive #160
Lake Forest, CA 92630

Confirm CPL includes Title Order Number, Commitment Number, File Number, etc.

Confirm Borrower Name and Property Address against fields on Wire Approval Screen in Byte.

CPL:

Buyer(s)/Borrower(s): Vincent G. Tempo and Stephanie A. Tempo
Property Address: [REDACTED] Webster Lane, Schaumburg, IL 60193

Wire Approval:

Borrower Names	
B1:	Stephanie A. Tempo
B2:	Vincent G. Tempo
B3:	
B4:	

Vesting	
Manner in which Title is held	<input type="text"/>
Vincent G. Tempo and Stephanie A. Tempo	

Subject Property	
Street	<input type="text" value="Webster Lane"/>
City, State, Zip	<input type="text" value="Schaumburg"/> <input type="text" value="IL"/> <input type="text" value="60193"/>
County	<input type="text" value="Cook"/> Units <input type="text" value="1"/>
Property Type	<input type="text" value="Detached"/>

Confirm our Loan Number is reflected on the CPL.

Confirm CPL covers our Wire Amount.

NOTE: CPL may specify our loan amount or contain verbiage indicating the wire is covered up to a specific amount.



On the L Drive:

» This PC » Operations (\\192.168.100.115) (L:) » Citadel Servicing Corp » Originations » 2 - Open Files » 2020 Funding Requests

Open Wiring Instructions saved to L Drive by Funder.

Confirm Title Company on Wiring Instructions matches that on CPL.

CPL:

"Issuing Agent" or "Approved Attorney":

Cain, Ackerman & McCormick, PC
710 Fifth Avenue Suite 3000
Pittsburgh, PA 15219-3018

Wiring Inst:

Law Offices
CAIN, ACKERMAN & McCORMICK, P C.
710 Fifth Avenue
Suite 3000
Pittsburgh, Pa 15219-3018
(412) 281-8541

Confirm Title Company, ABA, and Account Number matches information on the Secure Settlements Closing Agent Approval Status in DV.

NOTE: If Title Company is a major, this form will not be in DV and does not require comparison.

Business Information		Receiving ABA #	Beneficiary Bank #	Account #
Entity #:	1222700	267090594		9854982140
Business Name:	Cain, Ackerman & McCormick, PC			
Business Address:	710 Fifth Avenue Suite 3000 Pittsburgh, PA 15219			
Business Phone:	412-281-8541			

In BytePro:

On the Wire Approval Screen:

Complete Supervisor Section of Wire Validation.



Supervisor

Wiring Instructions Validated by Supervisor? ☒

Date Validated by Supervisor 11/03/2020

Wiring Instructions Validated By Supervisor Tina Pillow

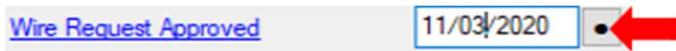
Scroll down to bottom of Wire Approval Screen.

If Funding Figures show Balanced and there are no issues with any of the above items, the Wire can be approved.

Balanced



Click the fill box for Wire Request Approved, the date will populate.



Wire Request Approved 11/03/2020

Once the box is clicked, an e-mail will auto generate to the Funder advising Wire Request Approved.

Send the e-mail.

If there are any issues, that prevent you from approving, click the Wire Review ON HOLD box and make notes in the Comment Box below.



☐ Wire Review ON HOLD

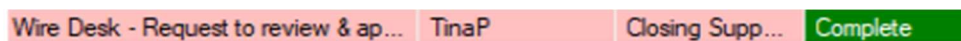
Comments:

Send the funder an e-mail using the request received in the Wire Approval que to advise them of the issue and to obtain the needed, instructing them to resolve the issue and re-submit for approval.

On the Task Screen:

Complete the Wire Desk - Request to review & approve wire task.

NOTE: This task is only cleared once the wire has actually been approved. If the wire could not be approved and the funder must re-submit, delete the task.



Wire Desk - Request to review & ap... TinaP Closing Supp... Complete

You have now completed the Wire Approval Checklist