



**CITADEL**  
SERVICING CORPORATION

# Truncated Middle Name – BytePro Update Overview

## BytePro Development

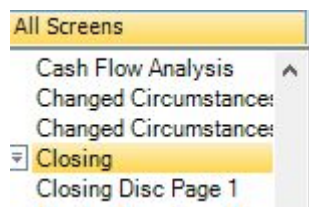
BytePro has been updated to include a logic field which will read the entry for borrower's middle name and record the first initial. This field will be used by the system when information is transferred from BytePro to Servicing Director. This field will not affect any of the closing documents during Origination.

## Responsibilities by Role:

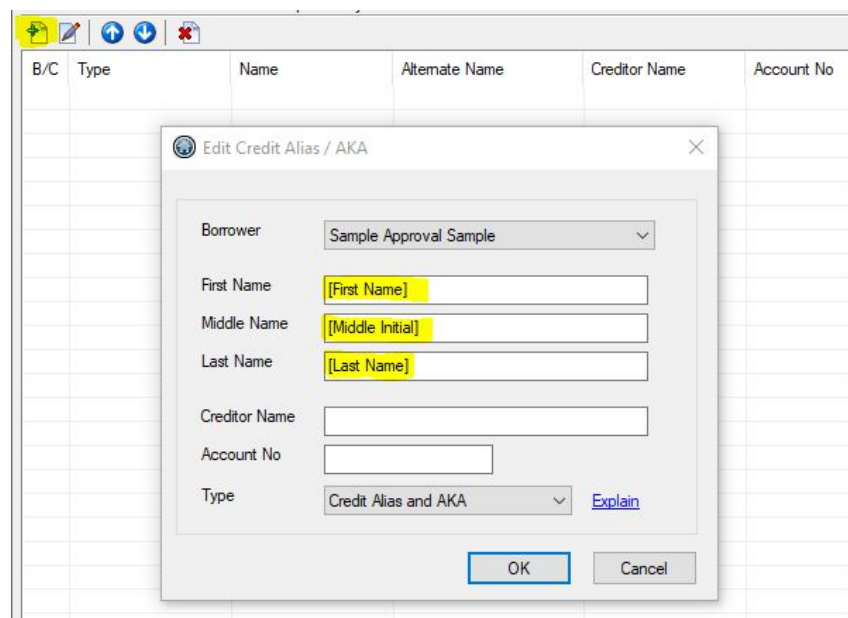
### Closing:

The closing department will be responsible for verifying that the AKA table on the closing screen has an entry for each borrower that consists of their First Name, Middle Initial, and Last Name. If there is not an entry that matches this format, the doc-drawer will create one prior to issuing the closing docs. If the borrower does not have a middle name this section is not required.

The AKA table is located on the "Closing" screen in BytePro



If the necessary entry does not already exist, use the "New Credit Alias" button to create a new entry. Enter the borrower's First Name, Middle Initial, and Last Name. Click the "OK" button to complete the entry.



B/C	Type	Name	Alternate Name	Creditor Name	Account No

**Edit Credit Alias / AKA**

Borrower: Sample Approval Sample

First Name: [First Name]

Middle Name: [Middle Initial]

Last Name: [Last Name]

Creditor Name:

Account No:

Type: Credit Alias and AKA [Explain](#)

OK Cancel

**Funding:**

The Funding Department will be responsible for verifying that the Signature Affidavit and AKA Statement has been signed by the borrower when the executed closing docs have been returned to CSC. Specifically, the line showing the Borrower's First Name, Middle Initial, and Last Name must be signed by the borrower. If this is not completed, contact the compliance department. If the borrower does not have a middle name, no action is required.

Loan Number :

**SIGNATURE AFFIDAVIT AND AKA STATEMENT****SIGNATURE AFFIDAVIT****Loan Boarding:**

Loan Boarding will be required to confirm that the information transmitted into servicing director is displaying with the correct format. The middle name should be truncated to a middle initial.

**All Servicing:**

Going forward all loans in Servicing Director should utilize this naming convention. This is to correct an error where long middle names cause the borrower's last name to not print correctly on required documents. No other changes to procedures are required.

*Contact your manager or the Compliance Department with any questions. For any technical errors contact the IT Department.*