

**MBA EDI Tax Service Work Group Meeting  
Philadelphia, Pennsylvania  
September 12, 1996**

**Meeting Minutes**

***Meeting Attendees:***

Laurel Geise, Chair, First American Real Estate Information Services, Inc.  
Sheila Armstrong, LERETA Corp.  
Walt Barnett, First American Real Estate Information Services, Inc.  
Michael Borland, American Realty Tax  
Sharon Brock, Excelis  
Dominique Froesch, Fidelity National Tax Service  
Lesley Grimes, ALLTEL Mortgage Division  
Terry Jones, Chase Manhattan Mortgage Corp.  
Mark Kusiak, Systems Data Consulting/Transamerica  
Eric Laton, Norwest Mortgage  
Scott Myers, TRW Real Estate Information Services  
Susan Papini, Transamerica Real Estate Information Companies  
Alonso Portillo, A la mode, Inc.  
Jane Pyle, Excelis  
Terry Smith, Chase Manhattan Mortgage Corporation  
Pauline Stout, Transamerica Real Estate Information Companies  
Rudy Tull, Department of Veterans Affairs

**Introductions**

The meeting began at 8:30 am. Laurel Geise, chair of the work group, started the meeting with a reading of the Antitrust Compliance statement. A sign-in attendance list was completed to register all meeting attendees. A review of the meeting agenda was completed as well as a review of the meeting handouts.

**Update on 261 Real Estate Information Order Work Group Activities**

Walt Barnett provided a review of the **Data Maintenance #266296**. He also provided an overview of the 261 Real Estate Information Order Work Group meeting, which was held on Wednesday, September 11th. The Tax Service Work Group's **Pilot Implementation Guide** for the 261 Tax Service Order was presented on Wednesday, September 11th, and *accepted* by the 261 Work Group.

**Pilot Implementation Guide for Transaction Set 261 - New Tax Service Order**

The Work Group completed a general overview of the structure of the Implementation Guide (*also known as the I Guide*). The group reviewed each section of the Implementation Guide and identified changes and updates that need to be included in the next published version of the Implementation Guide. The *goal* is to have the Implementation Guide updated and published by the October 27th (Sunday) status meeting that will be held in San Francisco.

*Follow-up Items for the Implementation Guide:*

1. All changes agreed upon during the meeting will be updated and distributed within the revised version of the I Guide. Also, any further corrections should be communicated to Laurel or Walt by September 30th.
2. On the topic of New Data Maintenance for Data Element (DE) 755(the Report Type Code), for PWK01, we need to identify additional types of reports/forms that could be received from the customer. For example, T4 = Tax information, TX = Tax Exempt Certificate, Y3 = Real Estate Property Information, and SV = Survey. We would like to find codes for a title report, title policy, tax certificate, Home Owner Authorization (HOA), HUD 1 report, Tax Certificate, and legal description.

**Action Item:** Walt Barnett will complete a write-up and distribute to the Work Group for review before the next Technical Assessment meeting. Pauline will provide sample scenarios for the III segment usage.

*Glossary for the Implementation Guide:*

A *Glossary List* handout was distributed as a working document for the Work Group to complete definitions and forward to Walt Barnett by November 30th. The definitions will be consolidated and the Work Group will review the definitions at the next all day Work Group meeting in January in Dallas.

**Review of additional sample Business Cases and a discussion of next business process for transaction set development**

The business case scenario, which includes a narrative and sample mapping, has been completed for a *new tax service order*. This information was included in the Pilot Implementation Guide. There is further work to be completed to define business cases for *conversions*, *acquisitions* and *refinances*. It was agreed that there will be *one* business case for conversions and acquisitions, where it will be noted that a different transaction type will be used. There will be a separate business case for refinances. The point was raised that the 266 Mortgage Record Change may be used for a refinance instead of the 261. The 266 could also be used for a change to an order and to cancel an order.

**Action Item:** We will review the 266 (Mortgage Record Change) transaction set to see if it will support refinances, order changes and order cancellations. Also, we will review the 266 MI Implementation Guide. Sheila Armstrong will coordinate a conference call. The 266 review team will consist of Sheila Armstrong, Walt Barnett, Terry Jones, Dominique Froesch, Pauline Stout and Mark Kusiak. We will review the results at our next meeting in January.

**Action Item:** For business cases and sample mapping for conversions / acquisitions, Sheila Armstrong will complete and present during the January meeting.

**Action Item:** Chart the flow of data between business partners and determine the possibility of using different transaction sets that are already established. Also, chart the flow of data in three years. A First American/ALLTELL meeting will be held in Austin in October. It was suggested that a task group begin the aforementioned definitions. This information will be presented during the January meeting. Team members include Laurel Geise, Leslie Grimes, and Eric Laton.

**Review of Task Group Updates**

1. **Implementation Guide:**

The Implementation Guide Task Group *completed* the assignment of providing the draft of the Pilot Implementation Guide by the September meeting. **Congratulations** to this task group for their hard work in developing the Pilot Implementation Guide!

2. **Standardized Payee Task Group**

It was suggested that a one day meeting be held to define and document all aspects of this initiative and then develop a white paper to distribute to the industry. This mechanism can be used to educate and promote this effort in a fashion similar to the MERS initiative. This document should include system changes, conversion strategies and a cost/benefit analysis. It was agreed

that the meeting should be held on Wednesday, October 30th, in San Francisco. Laurel will follow-up with Becky Froass of the MBA to see if a room can be provided for this work group meeting.

**Action Item:** Schedule a conference call to set an agenda for the one day meeting on October 30th. Task group members include Laurel Geise, Pauline Stout, Scott Meyers, Eric Laton, Michael Borland, Leslie Grimes, Sharon Brock, Sheila Armstrong, Dominique Froesch, and Walt Barnett.

3. **MERS Maintenance Task Group**

There was no update for this task group as further definition of the standard payee codes project is required.

4. **Education and Participation Task Group**

Leslie Grimes spoke with Ralph Carrigan about including the standard escrow payee codes and standard due date initiatives within the MBA Loan Administration Escrow Subcommittee efforts.

5. **Task Group "R" - Standard Due Dates**

There was no new activity from this work group as we are still working on the standardized payee code initiative.

**Upcoming Meeting Information**

**Tax Service Work Group Status Update Meeting**

Sunday, October 27th 1:00 pm - 2:00 pm  
Union Square 13, 4th floor, Building #3, San Francisco Hilton and Towers

**Tax Service Work Group Meeting - Standard Tax Payee Code Initiative**

Wednesday, October 30th 11:00 am - 5:00 pm  
Union Square 12, 4th floor, Building #3, San Francisco Hilton and Towers

**Tax Service Work Group Meeting**

Week of January 6th - 10th, 1997 8:30 am - 5:00 pm  
Hyatt Regency, Dallas, Texas

The MBA EDI Work Group meetings will be sponsored by *First American Real Estate Information Services, Inc.*