

**MBA EDI Tax Service Work Group
November 15, 1995**

Below please find the meeting minutes from the MBA EDI Tax Service Work Group meeting which was held in Phoenix, Arizona on Wednesday, November 15th. The meeting minutes are submitted by Laurel Geise, Work Group Chair. An agenda from the meeting is attached for review.

Meeting Attendees:

Laurel Geise, Work Group Chair, First American Real Estate Information Services
Steve Astudillo - Fannie Mae
Walt Barnett - First American Real Estate Information Services
Trevor Carone - Lenders Real Estate Tax Service
Gary Chiang - Transamerica Real Estate Tax Service
Mark W. Depperschmidt - First American Real Estate Information Services
Dominique Froesch - Fidelity National Tax Service
Mark Johnson - CRM Real Estate Tax Services
Susan Papini - Transamerica Real Estate Tax Service
Pauline Stout - Transamerica Real Estate Tax Service
Leslie Winchester - Fannie Mae

The meeting began at 8:30 am. Laurel Geise, Chair of the Work Group, opened the meeting by introducing herself and reading the Anti-Trust Compliance Statement of the MBA.

Laurel reviewed the meeting handout, which included meeting minutes from the September and October meetings, an update from the education and participation task group, the latest update of the MBA Technology Committee EDI Workgroups, and the list of current tax service work group members.

The next tax service work group meeting is scheduled for Thursday, January 18, 1996 in Universal City, Los Angeles. This series of MBA EDI Work group meetings will be hosted by Home Savings of America.

Documentation of Work Flow for Tax Service Orders

Pauline Stout began the review of the documentation of tax service orders and file layouts. Pauline provided handouts of a consolidated form to use to order tax service. In the initial discussion of the form, the following items were addressed.

1. Add fields for old loan number, refinance indicator, and contract number.
2. Question for Fidelity - Investor Data - Does it need to be included?
3. Question for First American - Indication for loan number validation code. Code values are 1,2, and 3. Laurel will check with First American.
4. Tax Authority Data - Mark D. will confirm that this is required for a tax service order at First American. Initial reaction is that it will not be included unless mandatory.
5. CODES - new transaction code to be added at top of form. The code values would be: Refinance, Add, and Conversion
6. Transamerica has special services code to indicate mobil home only, leasehold/mobil home, and leasehold/sub-leasehold.
7. New code will be called "SPECIAL SERVICES CODE".
8. Billing code - Will this be required?

This was the initial list of new items and codes to be added to the tax service order form.

Upon completion of this review, Laurel suggested reviewing the tax service order form field by field to verify field name, field type, field Length, mandatory vs. optional indication and listing of all relevant code values.

Walt Barnett recommended that all dates be created in the X12 D8 Qualifier format (CCYYMMDD)

The TXS, TXM, TXL, and TXP(TXA) segments from the flat files (standard flat files) were reviewed to determine tax service order field name, field type, field length, optional vs. mandatory, and code listings for each field. Group consensus was achieved on each field and it's requirements.

Walt briefly explained the process he will use to create the data matrix and the format which will be distributed to everyone for comment and approval.

Laurel requested copies of everyone's notes from this meeting by next week.

Discrepancies in the standardized tape to be reviewed by Mark Depperschmidt. Further comparison of payees codes has generated lists from Transamerica Real Estate Tax Service and LERETA Corp of payees without FIPS codes.

Laurel reviewed the letter from Pat Colletti's update on the education and participation task group.

Laurel summarized the conversation she and Dan McLaughlin had with Leilani Allen of the MERS group. It has been suggested that MERS serve as the official industry repository for the standardized payee codes. Further discussions will be pursued with MERS participants.

Action Items

1. Complete data matrix of elements for a tax service order and distribute for review and comments - Walt Barnett - Due before Christmas
2. Review data matrix of tax service order against TS 261 and propose data maintenance items - Walt Barnett - Due by January 18th, 1996
3. Review standardized payees and discrepancies - Mark Depperschmidt - Due by January 18th, 1996.

Next Meeting

January 16th - 19th, 1996

MBA EDI Work Group Meetings hosted by Home Savings of America in Los Angeles, CA. Tax Service Work Group will meet on Thursday, January 18th, 1996 from 8:30 am to 5:00 pm.

Proposed Agenda Items:

1. Review finalized data matrix for an electronic tax service order.
2. Review proposed data maintenance items for the 261 transaction set (Real Estate Information Order).
3. Complete business flow and sample business scenario to serve as the basis of the implementation guide.
4. Review progress on standardized payee codes roll-out strategy by task group.
5. Review data requirements for changes to a tax service order (cancel, modify).

6. Review progress on Education and Participation task group.
7. Review progress on standardized due date initiative (Task Group R).