



**FEMA**

W-05056

September 23, 2005

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

## ***WYO Accounting Procedures Manual***

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

## ***WYO Accounting Training Manual***

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