



FEMA

W-15039

August 26, 2015

MEMORANDUM FOR: Write Your Own (WYO) Principal Coordinators

FROM: NFIP Clearinghouse

SUBJECT: New Unallocated Loss Adjustment Expense (ULAE) Debit  
for Prior Term Refunds

Effective November 1, 2015, all Prior Term Refunds received by the NFIP Bureau & Statistical Agent (iService) will be subject to a new Unallocated Loss Adjustment Expense (ULAE) debit amount of .9 percent in addition to the Expense Allowance Adjustment that is due to the NFIP. The new Expense Allowance Adjustment will be based on the Expense Allowance and ULAE in effect at the time of each policy term.

Please continue to follow the existing NFIP Underwriting procedures in the *Flood Insurance Manual* when submitting requests for Prior Term Refunds. The NFIP Finance department will continue to bill and notify the WYO Company via the Prior Term Refund Expense Report (see Attachment A, Revised Prior Term Refunds Expense Report worksheet).

Please contact the iService WYO Support Team at [WYO@NFIPiService.com](mailto:WYO@NFIPiService.com) if you have any questions.

Attachment

cc: Vendors, IBHS, FIPNC, Government Technical Representative

Suggested Routing: Accounting, Claims, Underwriting

**NFIP BUREAU & STATISTICAL AGENT**  
**PRIOR TERM REFUND EXPENSE WORKSHEET**

**WYO COMPANY NAME:** \_\_\_\_\_

**POLICY NUMBER:** \_\_\_\_\_

**INSURED/PAYEE NAME:** \_\_\_\_\_

**INSURED MAILING ADDRESS:** \_\_\_\_\_

**REASON FOR REFUND:** \_\_\_\_\_  
\_\_\_\_\_

<b>POLICY TERM</b>	<b>Original Premium</b>	<b>New Premium</b>	<b>Refund Amount Due to Insured</b>	<b>Expense Allowance Rate Applied*</b>	<b>Expense Allowance Adjustment Due to NFIP</b>
<b>TOTAL</b>					

\*EFFECTIVE NOVEMBER 1, 2015, THE EXPENSE ALLOWANCE RATE WILL INCLUDE THE ULAE of .9%

7/1/2015