

LOAN SERVICING SOFT Trust Accounting Servicing Accounts

This document will guide you through the process of using a Servicing Trust Account, one of three different Trust Accounts with-in LOAN SERVICING SOFT (Servicing, Impound, Regular Escrow/Settlement).

For additional information and/or questions please feel free to contact our support group at support@loanservicingsoft.com or 1-800-993-1839 x2.

LOAN SERVICING SOFT “Servicing” trust accounts are used primarily for the following purposes:

- For depositing incoming borrower funds as they come in during the life of a loan
- Waiting for those funds to clear (not to bounce or NSF)
- And then sending those funds out to Lenders, Vendors, back to Borrowers, and/or into Impound Accounts, etc.

The screenshot displays the 'Trust Account' window in the LOAN SERVICING SOFT application. The window is divided into two main sections: 'Account Info' and 'Bank Details'.
Account Info Section:
- Account Name: Servicing Account 1
- Account Number: 0987654321
- Description: Servicing Cash Account
- Account Type: Servicing (selected from a dropdown menu that also includes Impound, Regular Escrow / Settlement, and Other)
- Check Template: Servicing Account Check Template
- Check Next Number: 2013
- Servicing Company: YOUR SERVICING COMPANY NAME
- Active: Active
- Borrower payments - days to hold funds before payout: 14
- ACH payments - days to hold funds before payout: 0
Bank Details Section:
- Bank Name: City Bank
- Routing Number: 123456789
- Branch: Branch1
- Address: 8717 Millwood Dr
- Suite / Apt. / Unit #:
- City: Desoto
- County: Orange
- State: CA
- ZIP: 75088
- Country: US
- A 'Show on Map' button is located at the bottom right of the Bank Details section.
At the bottom of the window, there are 'OK' and 'Cancel' buttons.

Trust Accounting Servicing Accounts

Every Borrower, Lender, and Vendor contact in the LSS system, along with Impound, has a subsidiary ledger (or sub bucket), within the Servicing Trust Accounts.

The screenshot shows a software window titled "Servicing Account 2 - 1234567890". The window has a menu bar with "Deposits", "Checks", "View Subsidiary Details", "Reconciliation", and "ACH / EFT / CC Batch Files". Below the menu bar are input fields for "Type:", "Name:", and "Account Number:", along with a "Max Records:" dropdown set to "100" and "Filter" and "Clear" buttons. A checkbox for "Show Zero Balance Accounts" is checked. The main area is a table titled "Subsidiary Ledgers" with the following columns: "Account #", "Name", "Balance Total", "Funds Being Held", and "Cleared To Pay". The table is organized into categories: "Borrower" (13 accounts), "Lender" (4 accounts), "Vendor" (13 accounts), and "Impound" (1 account). All "Balance Total", "Funds Being Held", and "Cleared To Pay" values are 0.00. At the bottom left, it says "Balance Total: 0.00". At the bottom right, there are "OK" and "Cancel" buttons.

Account #	Name	Balance Total	Funds Being Held	Cleared To Pay
Borrower				
B20000001	Tina Thousand	0.00	0.00	0.00
B20000002	Cindy Thompson	0.00	0.00	0.00
B20000003	Jeff T Borrower	0.00	0.00	0.00
B20000004	Andrew L Walters	0.00	0.00	0.00
B20000005	Susan Bee Walters	0.00	0.00	0.00
B20000006	Irene Impound	0.00	0.00	0.00
B20000007	Tres Amigos	0.00	0.00	0.00
B20000008	Incremental FAF LLC	0.00	0.00	0.00
B20000009	Sally Step Rate	0.00	0.00	0.00
B20000010	Brad Step Rate	0.00	0.00	0.00
B20000011	Sammy Straight Note	0.00	0.00	0.00
B20000012	Alan T Applicant	0.00	0.00	0.00
B20000013	ACB CO	0.00	0.00	0.00
Lender				
BROKER2	ABC Mortgage	0.00	0.00	0.00
I-1	Sample Investor	0.00	0.00	0.00
I-2	Sample Investor 2	0.00	0.00	0.00
I-3	Ivan Anderson	0.00	0.00	0.00
LENDER_00000001	House Funding Account/Default Lender	0.00	0.00	0.00
Vendor				
V40000801	Default Loan Officer	0.00	0.00	0.00
V40000802	First Escrow Inc	0.00	0.00	0.00
V40000803	Third Avenue Trustees	0.00	0.00	0.00
V40000804	Your Lending & Servicing Co	0.00	0.00	0.00
V40000805	Sample Agent	0.00	0.00	0.00
V40000806	Dave	0.00	0.00	0.00
V40000807	Cindy	0.00	0.00	0.00
V40000808	Barbara Law	0.00	0.00	0.00
V40000809	Ted Saunders	0.00	0.00	0.00
V40000810	Sample Agent	0.00	0.00	0.00
V40000811	Rene	0.00	0.00	0.00
V40000812	Default Escrow Co	0.00	0.00	0.00
V40000813	Default Trustee	0.00	0.00	0.00
VENDOR_00000001	Santa Clara Tax Collector	0.00	0.00	0.00
Impound				
0987654321	YOUR SERVICING COMPANY NAME	0.00	0.00	0.00

Follow these steps to setup and manage your Trust Accounts.

1. To access your Trust Accounts (or bank accounts) go to **Control Panel > Trust Accounts**
2. From here you can **Add, Edit, and Delete** an unlimited number of Trust Accounts
3. By clicking the **Add** or **Edit** button the Trust Account screen will pop up. Here you can enter/change your bank account information.
4. Be sure to click the **Active** check box in order for your accounts to be displayed on your users Control Panels.

The screenshot displays the 'LOAN SERVICING SOFT' application interface. On the left, the 'Control Panel' menu is visible, with 'Trust Accounts' highlighted by a red box labeled '1'. The main window shows a 'TrustAccounts' table with columns for 'Account' and 'Bank'. The table contains four rows: 'Servicing Account 2 - 1234567890' (Wells Fargo), 'Servicing Account 1 - 0987654321' (City Bank), 'Regular Escrow/Settlement - 1234512345' (City Bank), and 'Impound - 5432154321' (ING). Above the table, the '+ Add', 'Edit', and 'Delete' buttons are highlighted with a red box labeled '2'. A 'Trust Account' dialog box is open, showing 'Account Info' and 'Bank Details' sections. The 'Active' checkbox is checked and highlighted with a red box labeled '4'. The dialog box also shows fields for Account Name, Account Number, Description, Account Type, Check Template, Check Next Number, Servicing Company, Borrower payments, and ACH payments. The 'Bank Details' section includes fields for Bank Name, Routing Number, Branch, Address, Suite / Apt. / Unit #, City, County, State, ZIP, and Country. The dialog box has 'OK' and 'Cancel' buttons at the bottom.