

## Showing Multiple Buyer Deposits on One Line on the CDF

Follow these steps if the lender requests you show multiple Buyer deposits on one CDF line as a lump sum.

In our example, the Buyer has already posted two deposits.

Closing Disclosure Form, Pages 1-5 and Attachment

Document 1 of 1

L. Paid Already by or on Behalf of Buyer at Closing		N. Due from Seller at Closing	
01 Deposit		01 Excess Deposit	
02 Loan Amount	\$162,000.00	02 Closing Costs Paid at Closing (J)	\$57
03 Existing Loan(s) Assumed or Taken Subject to		03 Existing Loan(s) Assumed or Taken Subject to	
04		04 Payoff of First Mortgage Loan	
05 Seller Credit		05 Payoff of Second Mortgage Loan	
<b>Other Credits</b>			
06 Buyer's funds to close	\$2,000.00	06	
07 Buyer's Funds to Close	\$2,500.00	08	
Adjustments		09	
08		10	

**Lender requests ONE line**

1. Click the **Register** icon
2. For each deposit, move the funds to **Apply to Closing**
  - a) Double-click the deposit
  - b) In the **Apply towards** grid, in the **Apply to Closing Amount** field, enter the amount of the deposit
  - c) In the **Send to Line Amount** field, press the **F2** key to clear the amount; click **OK**

Receipt

General | Draws | History

Status: Posted Reference number: 183001442

Deposit number: Transaction date: 06/08/2015

Medium: Wire Amount: \$2,000.00

Payor code: BA Payor name: Baxter Stoll

Memo:

Extended memo:

CDF/HUD-1: 1 Loan 1 - First Ever Saving... Cleared date: (None)

Apply towards:

Apply	Amount	Line	Description
Apply to Closing	\$2,000.00		
Send to Line	\$2,000.00	L.07	Deposit
Send to Earnest M...	\$0.00		
Unapplied	\$0.00		
Overage	\$0.00		

**Press F2**

- d) In the **Remove from CDF** pop-up, click **OK**

SoftPro Select

**Remove from CDF**

This transaction sent money to line L.07. This information will be removed.

OK

- e) In the **Adjustment Reason** window, enter the reason; click **OK**

Adjustment Reason

Reason for the adjustment(s):

Lender request

OK


## Showing Multiple Buyer Deposits on One Line on the CDF

3. Repeat Step 2 for each deposit
4. Navigate to the **CDF Page 3** screen
5. Click **Line L. 04** link



← → CDF Page 3

**L. Paid Already by or on Behalf of Borrower at Clo: \$165,250.00**

Description	Re	Borrower	Credit/ Debit
<a href="#">01</a> Deposit			
<a href="#">02</a> Loan Amount		\$162,000.00	
<a href="#">03</a> Existing Loan(s) Assumed or ...			N.03
<a href="#">04</a>			
<a href="#">05</a> Seller Credit		\$2,500.00	N.08
<a href="#">06</a> Selling Broker Credit		\$750.00	

6. Add each deposit
  - a) Click the **Add Charge**  icon
  - b) Select **Basic**; click **OK**

**L. Paid Already by or on Behalf of Borrower at Closing**  
**Charges for Line 04**

**Add Charge**

Select charge type:

- Basic**
- Percent
- Proration
- Payoff

OK Cancel Help

Details Payors Payees

- c) Enter the **Description**
- d) Enter the amount
- e) Click the **Payors** tab
- f) In the **Code** dropdown, select **BA-All Buyers**

**L. Paid Already by or on Behalf of Borrower at Closing**  
**Charges for Line 04**

Description	Re	To	Borrower
<a href="#">1</a> Borrower's Funds to Close			\$2,000.00

Details **Payors** Payees

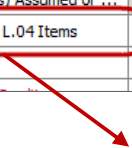
Code	Name	Amount	POC	Disburse POC	For	Process As	Bill Code
<b>BA</b>	Baxter Stoll	\$2,000.00	<input type="checkbox"/>	<input type="checkbox"/>	BA	Incoming Fund	

7. Repeat Step 6 for each deposit
8. After all deposits have been added, press the **Close** button to return to the **CDF Page 3** screen

9. On **Line L. 04**, overwrite the "See additional..." verbiage to "Borrower's funds to close"; press the **Tab** key

**L. Paid Already by or on Behalf of Borrower at Clo: \$169,750.00**

Description	Re	Borrower	Credit/ Debit
<a href="#">01</a> Deposit			
<a href="#">02</a> Loan Amount		\$162,000.00	
<a href="#">03</a> Existing Loan(s) Assumed or ...			N.03
<a href="#">04</a> See Additional L.04 Items			
<a href="#">05</a> Seller Credit		\$2,500.00	N.08



**L. Paid Already by or on Behalf of Borrower at Clo: \$169,750.00**

Description	Re	Borrower	Credit/ Debit
<a href="#">01</a> Deposit			
<a href="#">02</a> Loan Amount		\$162,000.00	
<a href="#">03</a> Existing Loan(s) Assumed or ...			N.03
<a href="#">04</a> Borrower's Funds to Close		\$4,500.00	
<a href="#">05</a> Seller Credit		\$2,500.00	N.08

## Showing Multiple Buyer Deposits on One Line on the CDF

On the CDF Page 3, Line L. 04 appears as a lump sum with a breakdown of each deposit on the Closing Disclosure – Attachment.

Closing Disclosure Form, Pages 1-5 and Attachment
Document 1 of 1
Distribute

CDF

<b>L. Paid Already by or on Behalf of Buyer at Closing</b>	<b>\$169,750.00</b>	<b>N. Due from Seller at Closing</b>	<b>\$3,070.00</b>
01 Deposit		01 Excess Deposit	
02 Loan Amount	\$162,000.00	02 Closing Costs Paid at Closing (J)	\$570.00
03 Existing Loan(s) Assumed or Taken Subject to		03 Existing Loan(s) Assumed or Taken Subject to	
04 Borrower's Funds to Close	\$4,500.00	04 Payoff of First Mortgage Loan	
05 Seller Credit	\$2,500.00	05 Payoff of Second Mortgage Loan	
<b>Other Credits</b>			
06 Selling Broker			

Closing Disclosure Form, Pages 1-5 and Attachment
Document 1 of 1
Distribute

CDF

Closing Disclosure - Attachment

Additional Disbursements Payee/Description	Buyer Paid at Closing	Buyer Paid Before Closing	Seller Paid at Closing	Seller Paid Before Closing	Paid By Others
<b>Borrower's Transactions-Paid Already by or on Behalf of Borrower at Closing</b>					
L.04 Borrower's Funds to Close	\$2,000.00				
L.04 Borrower's Funds to Close	\$2,500.00				
<b>Line L.04 Total:</b>	<b>\$4,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>