Showing $0 (Zero) Endorsement on the Statement
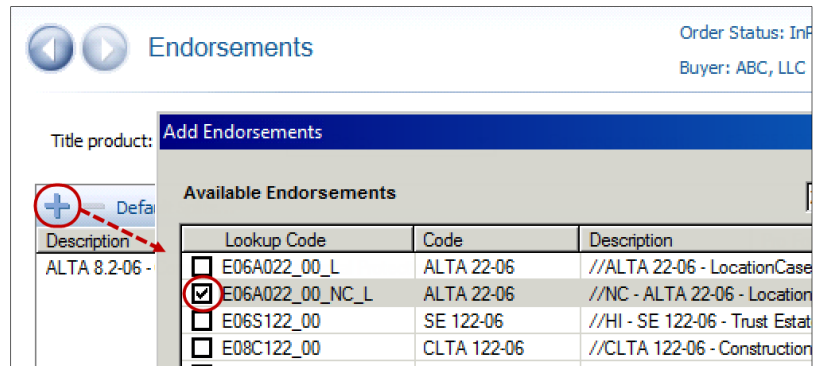
Follow these instructions to show a $0.00 (zero) endorsement charge on the CDF, HUD-1 or CSS Statement.

1. Navigate to the **Endorsements** screen
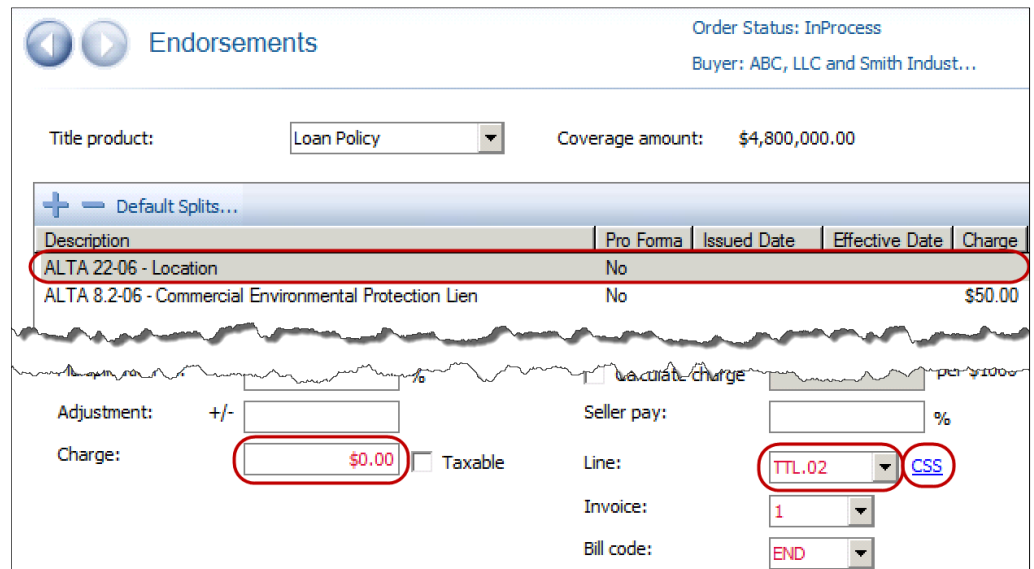
2. Add the applicable endorsement(s)

3. With the endorsement highlighted in the grid, in the **Charge** field enter *0.00*

4. From the **Line** drop-down, select a line

5. Click the **CDF/CSS/HUD: 1** link to navigate to the corresponding line
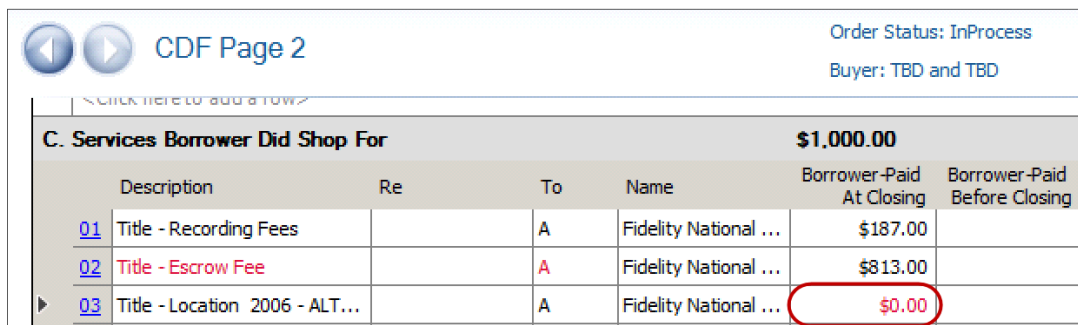
> NOTE: If you need to show a $0 Endorsement for the Seller, in conjunction with entering on the Buyer side, enter in the corresponding Seller column depending upon the below process used.

6. If using a,

   〉 CDF - enter *0* on the line in the **Borrower-Paid At Closing** column

Showing $0 (Zero) Endorsement on the Statement

〉 CSS Master, Buyer, or Seller Statement – enter **0** on the line in the **Buyer Debit** (or **Buyer Credit**) column

〉 CSS Property Statement

1. Enter **0** on the line in the **Buyer Debit** (or **Buyer Credit**) column as shown above for Master, Buyer or Seller Statement

2. If multiple properties and you want the endorsement to show on an individual property statement,

   a. Click the **Line** number link

   b. On the **Details** tab > **Property** grid – enter **0** on the corresponding property line in the **Buyer Debit** (or **Buyer Credit**) column

〉 HUD-1 Statement - enter *0* on the line in the **Borrower** column (2009 and 1986 HUD) or the **Disclosure** column (2009 HUD)

The Endorsement is shown on the document with a $0.00.