WORKSHEET

Annual Escrow Statement Review Worksheet

03

RECONCILE

A line-by-line worksheet for comparing last year’s projection, actual escrow activity, and next year’s forecast.

WHEN TO USE	FEDERAL / PRIMARY REFERENCE
A line-by-line worksheet for comparing last year’s projection, actual escrow activity, and next year’s forecast.	12 CFR § 1024.17(i)

Federal baseline to check

☐ For each escrow account, the annual statement is generally due within 30 calendar days after the escrow computation year ends, after an escrow analysis is performed.

☐ The statement should show past-year deposits and disbursements, ending balance, current and prior payment components, and how any surplus, shortage, or deficiency is handled.

☐ The annual-statement requirement has exceptions when the borrower is more than 30 days overdue at analysis, in foreclosure, or in bankruptcy.

BORROWER AND LOAN

Borrower name ________________________	Property address ________________________
Loan/account number ________________________	Servicer name ________________________

Payment components

Current total payment: $_________ Current escrow portion: $_________

Notes: ____

Past-year account history

Past-year deposits: $_________ Past-year disbursements: $_________ Ending balance: $_________

Notes: ____

Next-year projection

Projected taxes: $_________ Projected insurance: $_________ Other: $_________

Notes: ____

Shortage / surplus / deficiency treatment

Type: Shortage / Surplus / Deficiency Amount: $_________ Treatment: __________________

Notes: ____

Questions to resolve

Unexplained date, amount, or variance to resolve: ______________________________

Notes: ____

Attachment checklist

☐ Current annual escrow statement

☐ Prior annual escrow statement

☐ Current tax bill and insurance declarations page

☐ Copy of this completed template retained for your records

☐ Mailing / delivery confirmation retained if sent formally

Use notes

☐ Reconcile the historical ledger separately from the next-year projection. A correct prior-year history can still be paired with a wrong future estimate, and vice versa.

☐ For every projected tax or insurance item, compare the amount and due date with an outside source such as the taxing authority or insurer.

☐ Do not treat a shortage as proof of error by itself; first identify whether the driver is a higher bill, timing change, lower starting balance, or posting problem.

☐ Keep a complete copy of the completed template and supporting records; send copies rather than irreplaceable originals when copies are sufficient.

PRIMARY SOURCES TO CHECK

12 CFR § 1024.17(i)

Official links: https://www.consumerfinance.gov/rules-policy/regulations/1024/17/