TIMELINE WORKSHEET

Escrow Payment Change Timeline

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MAP DATES

Put the analysis date, notice date, effective payment date, shortage payment, and next statement on one timeline so timing is not confused with the amount calculation.

WHEN TO USE	FEDERAL / PRIMARY REFERENCE
Put the analysis date, notice date, effective payment date, shortage payment, and next statement on one timeline so timing is not confused with the amount calculation.	12 CFR § 1024.17(i)

Federal baseline to check

☐ The annual escrow statement links the completed account history to the next year's projected escrow payment and explains shortage/deficiency treatment.

☐ Regulation X requires the annual statement within 30 days after the escrow computation year ends; the rule does not create one universal advance-notice period for every possible payment change outside that process.

☐ A temporary shortage/deficiency installment and a permanent change in recurring escrow should be tracked as separate payment components.

BORROWER AND LOAN

Borrower name ______________________________	**Property address** ______________________________
Loan/account number ______________________________	**Servicer name** ______________________________

Analysis date

Escrow analysis completed: __________

Notes: ____

Notice date

Statement / change notice received: __________

Notes: ____

First new payment

First payment with new amount due: __________ New recurring escrow: $__________

Notes: ____

Shortage action

Shortage/deficiency action: ____________________ Sent/posted: __________

Notes: ____

Verification statement

First statement confirming expected components: _________ Total payment: $_________

Notes: ____

Attachment checklist

☐ Annual escrow analysis

☐ Monthly statements before and after the change

☐ Shortage-payment confirmation if applicable

☐ Copy of this completed template retained for your records

☐ Mailing / delivery confirmation retained if sent formally

Use notes

☐ Use dates from documents: analysis date, statement date, first due date with new payment, and shortage payment posting date. Do not rely only on phone-call dates.

☐ If the total payment changes twice, test whether one change is recurring escrow and the other is a temporary shortage catch-up rather than assuming the servicer changed the same amount twice.

☐ Pair the timeline with the annual statement review worksheet when the reason for the change is not obvious from the notice.

☐ 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/