STATEMENT WORKSHEET

Same-Servicer Short-Year Escrow Statement Review Sheet

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REVIEW SHORT YEAR

Use this when the same mortgage servicer changes the escrow computation year or analysis month and sends a short-year statement without a servicing transfer or payoff.

WHEN TO USE	FEDERAL / PRIMARY REFERENCE
Use this when the same mortgage servicer changes the escrow computation year or analysis month and sends a short-year statement without a servicing transfer or payoff.	12 CFR § 1024.17(i) · 12 CFR § 1024.17

Federal baseline to check

- ☐ A servicer may issue a short-year statement to end one escrow computation year early and establish a new computation-year schedule.
- ☐ A short-year statement is generally due within 60 days after the short year ends.
- ☐ The existence of a short year is not itself evidence of an error; the statement should still allow the account history and new projection to be reconciled.

BORROWER AND LOAN

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

Old computation year

Old computation year: __________ to __________

Notes: ____

Short-year end date

Short year ended: __________ 60-calendar-day statement checkpoint: __________

Notes: ____

History covered

History covered: __________ to __________ Deposits: $__________ Disbursements: $__________

Notes: ____

New projection

New projection recurring escrow: $__________/mo Shortage/surplus/deficiency: $__________

Notes: ____

New annual cycle

New computation year begins: __________ First revised escrow payment: __________

Notes: ____

Attachment checklist

☐ Prior annual escrow statement

☐ Short-year statement

☐ First statement in new computation year

☐ Copy of this completed template retained for your records

☐ Mailing / delivery confirmation retained if sent formally

Use notes

☐ Record the old computation-year dates and the new start date so you can check whether deposits or disbursements were omitted or duplicated in the transition.

☐ Do not compare a short-year total directly with a 12-month total without normalizing the covered period.

☐ If the short year followed a servicing transfer, also check the transfer-specific requirements because the old and new servicers have separate statement duties.

☐ 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) • 12 CFR § 1024.17

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