



Month Reconciled \_\_\_\_\_

Servicer Number \_\_\_\_\_

Prepared By \_\_\_\_\_

Phone Number \_\_\_\_\_

### Schedule 3 – Form 472 Actual/Actual

### Shortage/Surplus Reconciliation for Reporting Period

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1. Total (shortage)/surplus from Schedule 1 \_\_\_\_\_

2. Total (shortage)/surplus from Schedule 2 \_\_\_\_\_

3a. Cash Under-Remittance (For shortage, use a negative number)  
*(Late Last Call/Remittance Errors)* \_\_\_\_\_

Date Remitted \_\_\_\_\_

3b. Cash Over-Remittance \_\_\_\_\_

Date Recovered \_\_\_\_\_

Explanation

4. Other Reconciling Items (Schedule 3 Supplement) \_\_\_\_\_

Explanation

5. TOTAL (Shortage)/Surplus Identified per Reconciling Items (Line 1 thru 4) \_\_\_\_\_

6. (Shortage)/Surplus per the **Lender Recap Report**, Section III, Line E \_\_\_\_\_

7. Unreconciled/Unidentified (Shortage)/Surplus (Line 6 *minus* Line 5) \_\_\_\_\_

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Prepared By (Name and Signature) \_\_\_\_\_ Date \_\_\_\_\_

Approved By (Name and Signature) \_\_\_\_\_ Date \_\_\_\_\_

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# Instructions

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## **Shortage/Surplus Reconciliation for Reporting Period - Schedule 3 (Actual/Actual)**

Every month, a servicer must use Shortage/Surplus Reconciliation for Reporting Period - Schedule 3 (Form 472), to summarize reconciling items identified on Schedules 1 and 2 and provide information on other reconciling items that have an effect on the shortage/surplus balance.

### **Related Link**

[Instructions](#)