

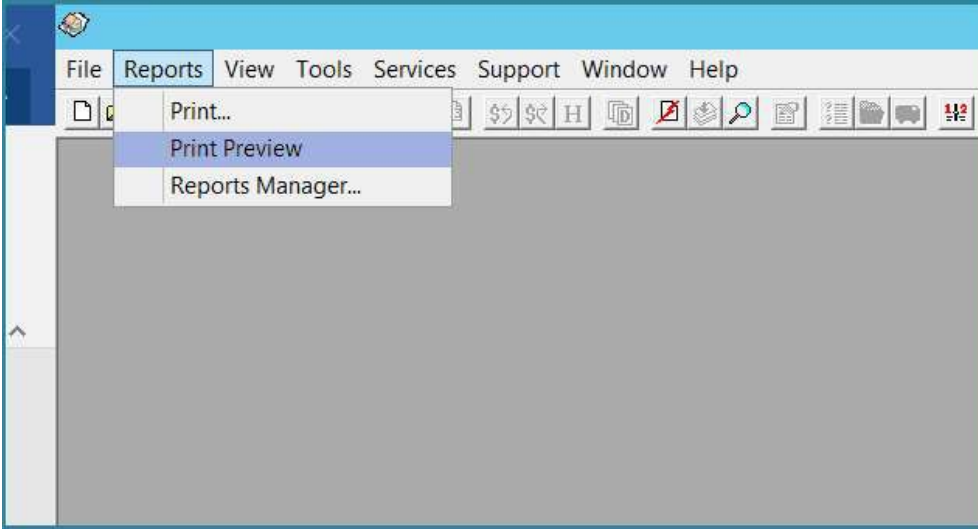


Run the FA Remittance Report – Process in Classic (Standard/Enterprise)

Learn how to generate the First American Remittance Report in SoftPro Classic Editions.

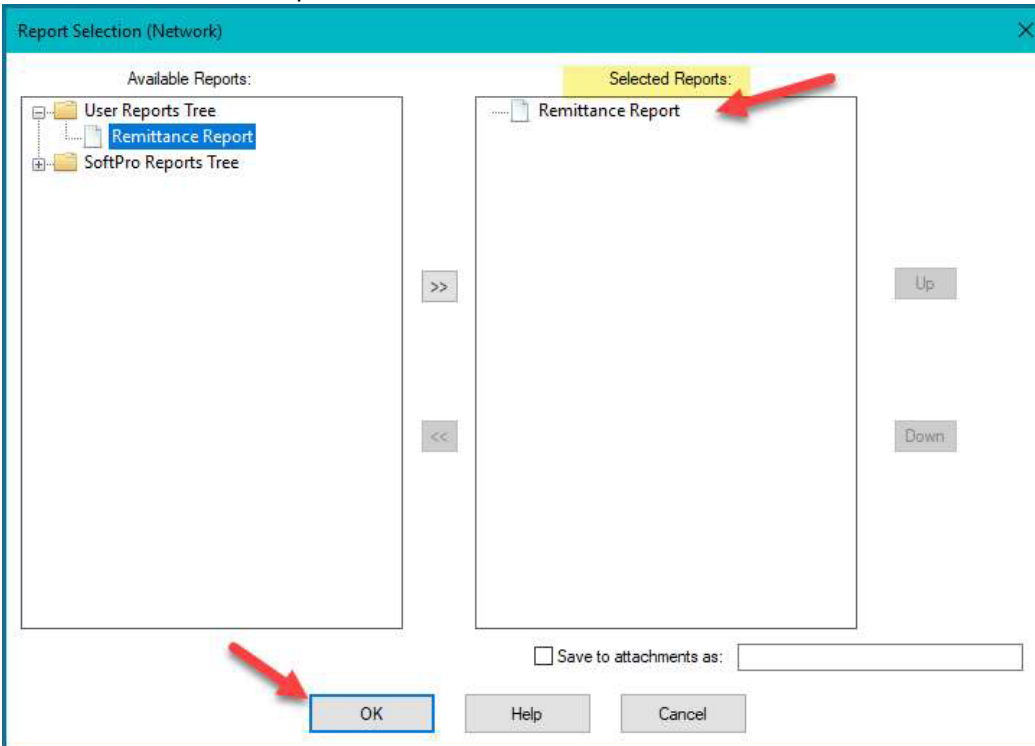
Run the First American Remittance Report

1. Click **Reports**
2. Select **Print Preview** to validate contents of report before submission to First American, or select **Print** to mail a copy of the report with payment to the First American lockbox



NOTE: The **Report Selection** window displays.

3. Double-click the **Remittance Report** to select the report
4. Click **OK** to launch the report





The **Remittance Report** parameters window displays:

Remittance Report

Enter Underwriter Name full or partial(*=rest of name)

First*

Underwriter code:

I = Issue Date, C = Completed Date, Blank = Effective

Date FROM (Blank for all):

/ /

Date THROUGH (Blank for all):

/ /

Include Endorsements? (Y/N):

Y

Include additional title charges? (Y/N):

Y

Endorsements only? (Y/N):

N

Show Endorsements Add.Title Chgs as totals only? (Y/N):

N

Show charge type, transaction code summary? (Y/N):

Y

Format details for Excel export? (Y/N):

Y

Who is running this report:

cheffner

OK

Cancel

Help

5. Complete report parameters as applicable

NOTE: Example above displays some recommended parameter values.

In the **Format Details for Excel Report** parameter:

Select **N** to produce a formatted report for your records, including remittance totals for easy comparison of remittance amounts.

Remittance Report														
Selection Criteria														
Underwriter Name: FIRST*														
Effective Date: All Dates														
Format Options: Selection by effective date; endorsement details included; additional title charge details included; transaction code summary														
Underwriter Name														
Agent Number														
Firm File Number														
Effective Date	Insured/Description	Endorsement Code	Amount of Insurance	Policy Number	Property Use/Type	Property Address	State	County	Rate Type	Transaction Code	Total Charges	Underwriter Portion	Agent Portion	Prior Policy Number / Coverage
FIRST AMERICAN TITLE INSURANCE COMPANY														

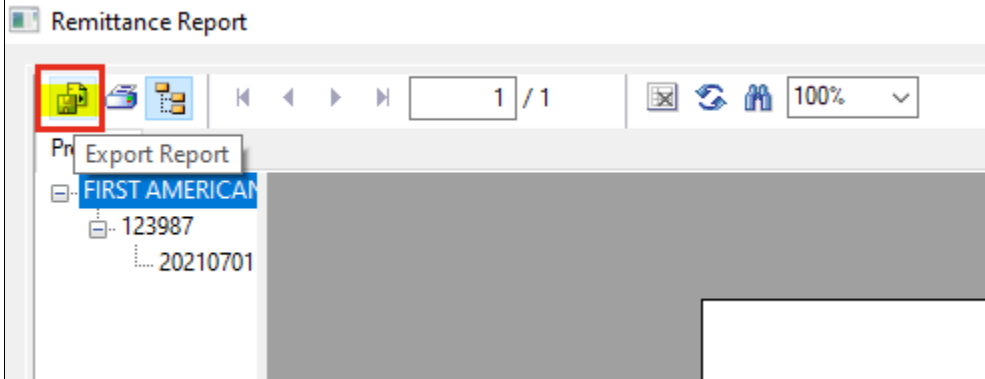
Select **Y** to format the report for First American remittance. This is the required format to remit to First American.

Underwriter	Agent Number	Firm File Number	Effective Date	Insured / Description	Endorsement Code	Amount of Insurance	Policy Number	Property Use/Type	Property Address	State	County	Rate Type	Transaction Code	Total Charges	Underwriter Portion	Agent Portion	Prior Policy Number	Policy Number
First American	23987	2021070115	7/26/2021	Buyer		80,000.00	005011342-04483Res	123 Main Street	PA	Allegheny	PA-S-1	CDF	12345	1,025.00	153.75	871.25	PRIOR POLICY#	
First American	23987	2021070115	7/26/2021	Loans R us		80,000.00	005011342-04483Res	123 Main Street	PA	Allegheny	PA-S-1	CDF		0.00	0.00	0.00	PRIOR POLICY#	
First American	23987	2021070115	7/26/2021	PA 300		0.005011342-04483Res	123 Main Street	PA	Allegheny	PA-S-1	CDF			100.00	15.00	85.00	PRIOR POLICY#	
First American	23987	2021070115	7/26/2021	PA 100		0.005011342-04483Res	123 Main Street	PA	Allegheny	PA-S-1	CDF	100		100.00	15.00	85.00	PRIOR POLICY#	
First American	23987	2021070115	7/26/2021	ALTA Endon		0.005011342-04483Res	123 Main Street	PA	Allegheny	PA-S-1	CDF			100.00	15.00	85.00	PRIOR POLICY#	
First American	23987	2021070115	7/21/2021	Closing Prot		0.005011342-04483Res	123 Main Street	PA	Allegheny	PA-S-1	CDF			125.00	125.00	0.00	PRIOR POLICY#	

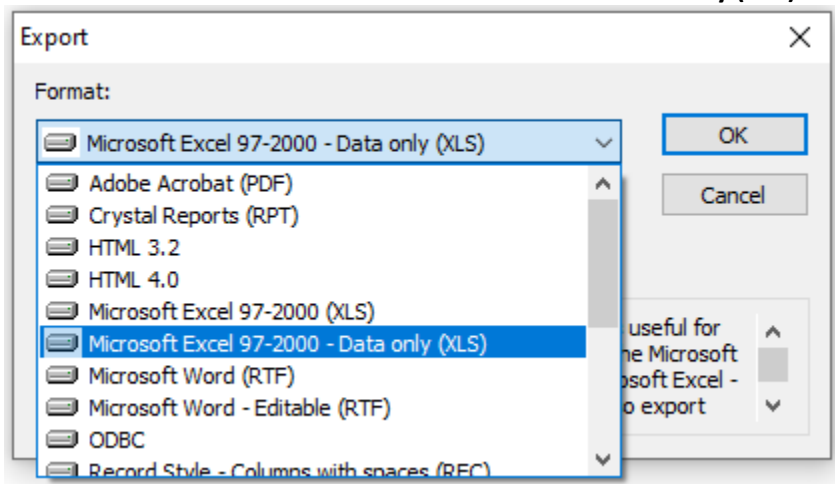


Export the Report to Excel

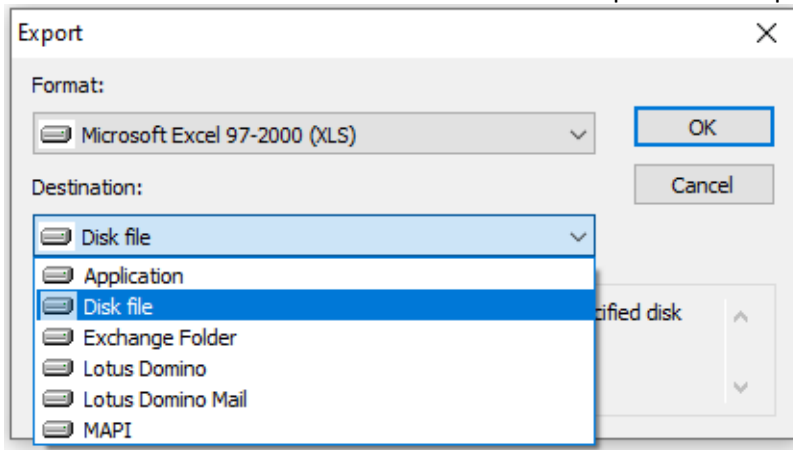
1. Click the **Export Report** icon in the upper left corner



2. In the **Format** list select **Microsoft Excel 97-2000 – Data only (XLS)**

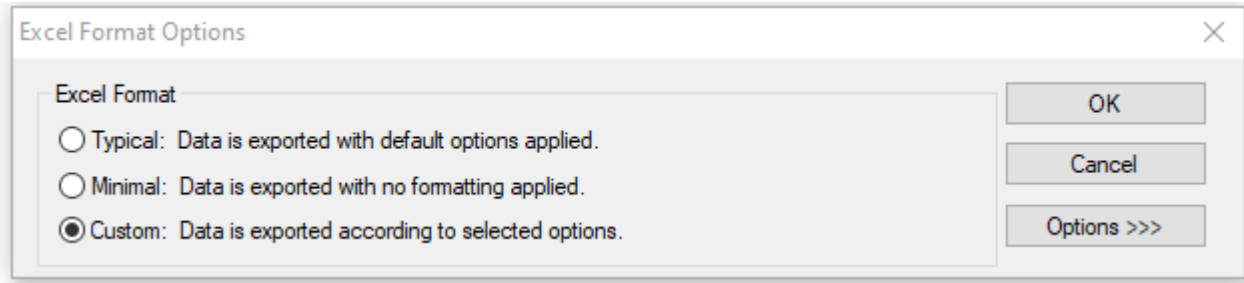


3. In the **Destination** list select **Disk file** to save the report for later printing or attaching to email





4. In the **Excel Format** field select **Custom**



5. Click **OK**
6. Select the destination to save the file

Delivery Options

1. Email report to remittance@firstam.com and complete payment:
 - a. Send payment by check to the FA lockbox
 - b. Pay by check when statement is available
2. Mail printed report and accompanying check to FA lockbox